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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 applicants for funding under the Second Chance Act to provide technology career training to incarcerated individuals. This program furthers the Department's mission by 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 2012 Competitive Grant Announcement

### Eligibility

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

Note: BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations in future years.

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 10.) All applications are due by 11:59 p.m. eastern time on March 2, 2012. (See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 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 a day, 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 or 606-545-5035, via e-mail to [JIC@telesishq.com](mailto: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.

Grants.gov number assigned to announcement: BJA-2012-3111

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# **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 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.

## **Deadlines: Registration and Application**

Applicants must register with Grants.gov prior to submitting an application. OJP encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on March 2, 2012. Please see the “How to Apply” section, page 10 for more details. Please note that while the deadline for submission is 11:59 p.m. eastern time on March 2, 2012, 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**

Refer to the title page for eligibility under this program.

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

### **Recidivism Definition**

The Second Chance Act requires that recidivism be a measure of success in grant-funded programs. For purposes of this solicitation, recidivism is defined as “a return to prison and/or jail with either a new conviction or as the result of a violation of the terms of supervision within 12 months of initial release.”

## **Collaboration with Other Federal Agencies**

BJA and the Office of Juvenile Justice and Delinquency Prevention (OJJDP) are collaborating closely on the Second Chance Act implementation. BJA and OJJDP are also collaborating on oversight of the National Reentry Resource Center (NRRC) on the provision of training and technical assistance (TTA) to Second Chance Act grantees. The NRRC, funded by BJA and coordinated by the Council of State Governments Justice Center, provides education and TTA to states, tribes, territories, local governments, service providers, nonprofit organizations, and corrections institutions working on reentry. For more information on the NRRC visit [www.nationalreentryresourcecenter.org](http://www.nationalreentryresourcecenter.org)

## **Evidence-Based Programs or Practices**

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's [CrimeSolutions.gov](http://CrimeSolutions.gov) web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## **Goals, Objectives, and Deliverables**

The goal of this program is to increase the post-release employability of offenders in related technology-based jobs and career fields. The objective of the program is to establish and provide technology career training programs to train incarcerated adults and juveniles during the 3-year period before release from a prison, jail, or juvenile facility.

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

- 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 5 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 field(s) incorporated into the training program is at 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 and construction.
  - Information technology development and design.
  - “Green-technology”-related projects.
  - Braille transcription training and certification.
  - Wireless and broadband deployment.
  - 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 programs or practices.
  - 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.

### **Target Population**

The target population is limited to incarcerated adults or 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; juvenile camp; 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.

### **Approved Uses for Award Funds**

Approved uses for award funds under a comprehensive technology training application may include the following:

- Classroom occupational training.
- Training activities that lead to permanent employment in a technology-related field.
- Alignment with 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. Equipment costs must be fully justified and applicants should note that these funds are not intended to pay for equipment only.
- 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.
- Cognitive behavioral therapy that changes criminogenic thinking as a critical element for successful reentry.

### **Priority Consideration**

Priority consideration will be given to applicants who:

- Provide career technology training to incarcerated adult women and juvenile girls in state prisons, local jails, and juvenile residential facilities (including tribal facilities).
- 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.
- Provide training to offenders within 6–18 months prior to release to ensure the training is not obsolete and still current, useable, and transferable.
- Target higher-risk offenders for program participation using validated assessment tools. “High-risk offenders” are defined as offenders that score moderate to high risk based on a valid objective risk assessment tool. “Risk” is defined as the likelihood that an offender will re-offend upon re-lease from a facility. Applicants should identify the validated assessment tool used and provide information on why the specific assessment tool was selected.
- 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 (including local and small businesses) willing to hire and support high-risk offenders through the learning and job training process.
- Provide ongoing training to employers and potential employers on successful approaches to working with trainees/employees engaged through the program.
- Provide individualized education and reentry plans for offenders participating in the training program.
- Leverage existing resources (including current Second Chance programs) to continue the training, job placement, career, and reentry success during the community release phase of reentry.
- Incorporate “peer” mentors when appropriate and include a plan for recruiting, training, and supervising mentors.

- Provide a baseline recidivism rate for the proposed target population including documentation to support the development of the rate.

## **Amount and Length of Awards**

BJA anticipates that it will make up to six awards of up to \$750,000 for a 12-month project period to begin on October 1, 2012.

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

## **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](http://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 OJP. 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 the applicant to adjust and resubmit its 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.

### **Minimization of Conference Costs**

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

**Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

**Match Requirement**

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

**Performance Measures**

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA’s online Performance Measurement Tool (PMT) located at [www.bjaperformancetools.org](http://www.bjaperformancetools.org).

The following measures are examples of some of the core performance measures for the Second Chance Family-Based program, but applicants should examine the complete list at [www.bjaperformancetools.org/help/SCATechnologyCareersQuestionnaireNarrativeQuestions.pdf](http://www.bjaperformancetools.org/help/SCATechnologyCareersQuestionnaireNarrativeQuestions.pdf).

Objective	Performance Measures	Data Grantee Provides
To establish and provide technology career training programs to train incarcerated adults and juveniles during the 3-year period before release from a prison, jail, or juvenile facility.	Percentage of participants who successfully completed the program	<ul style="list-style-type: none"> <li>A. Number of participants enrolled in pre-release services</li> <li>B. Number of participants who completed pre-release services</li> <li>C. Number of participants enrolled in post-release services</li> <li>D. Number of participants who completed post-release services</li> </ul>



	<p>Percentage of unsuccessful program exits</p> <p>Percentage of program incompletes</p>	<p>A. Number of enrolled program participants.</p> <p>B. Number of participants no longer in the program due to failure to meet program requirements</p> <p>C. Number of participants no longer in the program due to court or criminal involvement (technical violation, arrest, conviction, revocation, reincarceration)</p> <p>D. Number of participants no longer in the program due to a lack of engagement (no shows and nonresponsive participants)</p> <p>E. Number of participants no longer in the program due to absconding</p> <p>F. Number of participants no longer in the program due to relocating or case transfer</p> <p>G. Number of participants no longer in the program due to death or serious illness</p> <p>H. Number of participants who did not complete the program for other reasons (please specify)</p> <p>I. Specify other reasons</p>
	<p>The recidivism rate for program participants</p>	<p>A. Number of program participants</p> <p>B. Number of participants who had a technical violation of supervised release while participating in the program</p> <p>C. Number of participants who were arrested while participating in the program</p> <p>D. Number of participants who were convicted while participating in the program</p> <p>E. Number of participants who had a revocation of the terms of supervised release while participating in the program</p> <p>F. Number of participants who were reincarcerated while participating in the program</p>
	<p>Rate of recidivism for the participants who have successfully completed the program.</p>	<p>A. Number of pre-release program participants who have successfully completed the program.</p> <p>B. Number of participants who had a technical violation of supervised release after successfully completing the program</p> <p>C. Number of participants who were arrested for a new offense after successfully completing the program</p> <p>D. Number of participants who were convicted of a new offense after successfully completing the program</p> <p>E. Number of participants who had a revocation of the terms of supervised release after successfully completing the program</p> <p>F. Number of participants who were reincarcerated for a new offense after successfully completing the program</p>

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” on page 12 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 protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” 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](http://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 Post-Award FFATA Reporting Requirement**

Applicants should anticipate that OJP will require 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), 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](http://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 awards 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 the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-**

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**545–5035**, 24 hours a day, 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. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS 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](http://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](http://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](http://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-2012-3111.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An

applicant that does not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

7. **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.** 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.”

**Note: Duplicate Applications**

If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

### **Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must e-mail the BJA Justice Information Center (see page 1 for contact information) **within 24 hours after the deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. **Note: Requests are not automatically approved by BJA.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, BJA will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

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, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Should Include**

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 be made to make an award, it 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 unresponsive to the scope of the solicitation, or that do not include elements designated by BJA to be critical, will neither proceed to peer review, nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, and Budget Detail Worksheet and Budget Narrative. The Budget Detail Worksheet and Budget Narrative may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that 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. Abstract**

The abstract should 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 2 pages.

The abstract should include the following clearly labeled and delineated information: target population characteristics (e.g., adult or juvenile, etc.); technology field(s) selected and/or technology training type; geographic location; projected number of offenders to be trained; whether the agency/correctional facility is a state, local, or tribal entity; and the names of collaborative partners and correctional facilities.

### **3. Program Narrative**

The program narrative must respond to the solicitation and the Selection Criteria (1-4) 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.

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, Evaluations, Sustainment, and Plan for Collecting the Data Required for this Solicitation's Performance Measures

Further information is available under the Selection Criteria section, page 15.

#### **4. Budget Detail Worksheet and Budget Narrative**

##### **a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://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.

Applicants must budget funding to travel to DOJ-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for three staff to attend two meetings in Washington, DC.

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](http://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. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. 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.

#### **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/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

#### **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 (or comparable legal documentation, as may be applicable) 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 (or comparable legal documentation).

#### **7. Additional Attachments: Project Timeline, Position Descriptions, and Letters of Support/ Memoranda of Understanding**

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.

#### **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](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)  
Applicants must read, certify and submit in GMS prior to the receipt of any award funds.
- 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 submitted).

### **Selection Criteria**

The following five 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 20 percent of the entire score in the application review process.

#### **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 (i.e., size and make-up of the target population, etc.) 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.
- Provide justification and support documentation for selecting the target population.
- Provide a baseline recidivism rate for the proposed target population including documentation to support the development of the rate. If the applicant does not have a baseline recidivism rate for the proposed target population, they should provide a recidivism rate for a similar population.

## **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 page 4 of this solicitation have been met.
- Describe in detail how the **Priority Considerations** specified on page 6 of this solicitation have been met.
- Describe in detail how proposed activities fall within the **Approved Uses of Award Funds** specified on page 5 of this solicitation.

## **3. Capabilities and 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. Impact/Outcomes, Evaluation, and Sustainment, and Plan for Collecting Data for this Solicitation's 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 8 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.

#### **5. Budget (10 percent out of 100)**

Provide a proposed budget and budget narrative that are complete; reasonable and allowable; cost-effective; and necessary for project activities. Equipment costs must be fully justified and applicants should note that these funds are not intended to pay for equipment only.

### **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. BJA 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. BJA 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 DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements 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 BJA, 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.gov/funding/other\\_requirements.htm](http://www.ojp.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

## **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

## **Application Checklist**

### **FY 2012 Second Chance Act Technology Careers Training Demonstration Projects for Incarcerated Adults and Juveniles**

This checklist has been created to assist with developing an application.

#### **Eligibility Requirements:**

- Applicant agency meets eligibility requirements (see page 1)
- The proposed budget is within the allowable limits (\$750,000) (see page 7)
- Federally Recognized Indian tribe (if applicable)

#### **What an Application Should Include:**

- SF 424 Form (see page 13)
- Abstract (see page 13)
- Program Narrative\* (see page 13)
  - Statement of the Problem/Program
  - Project Design and Implementation
  - Capabilities/Competencies
  - Impact/Outcomes, Evaluation, Sustainment, and Plan for Collecting the Data Required for this Solicitation's Performance Measures
- Budget Detail Worksheet\* and Budget Narrative\* (see page 14)
- Indirect Cost Rate Agreement (if applicable) (see page 14)
- Tribal Authorizing Resolution (if applicable) (see page 14)
- Project Timeline, Position Descriptions, and Letters of Support/Memoranda of Understanding (see page 15)
- Other Standard Forms as applicable, including: (see page 15)
  - Accounting System and Financial Capability Questionnaire (if applicable)

\* NOTE: 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.