



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 to operate a National Adult and Juvenile Offender Reentry Resource Center under the Second Chance Act. This program furthers the Department's commitment to providing services and programs to facilitate offenders' successful reintegration into society.

## National Adult and Juvenile Offender Reentry Resource Center FY 2012 Competitive Grant Announcement

### Eligibility

Eligible applicants are limited to any national nonprofit organization (including a tribal nonprofit organization) that provides reentry programming training and technical assistance, and has special expertise and national-level experience in effective practices in offender reentry programming and research application.

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 11.) All applications are due by 11:59 p.m. eastern time on April 19, 2012. (See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, 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 requirements of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, 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.

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# National Adult and Juvenile Offender Reentry Resource Center 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. Ninety-five percent of all offenders incarcerated today will eventually be released and will return to communities.

The Second Chance Act is designed to help communities develop and implement comprehensive and collaborative strategies that address the challenges posed by offender reentry and recidivism reduction. Within this context, “reentry” is not a specific program, but rather an evidence-based process that starts when an offender is initially incarcerated and ends when the offender has been successfully reintegrated in his or her community as a law-abiding citizen. The reentry process includes the delivery of a variety of evidence-based program services in both pre- and post-release settings to help ensure that the transition individuals make from prison, jail, or juvenile residential facilities to the community is successful and promotes public safety.

Section 101 of The Second Chance Act, in addition to providing federal awards to state and local governments and federally recognized Indian tribes for demonstration reentry projects, also authorized the establishment of a National Adult and Juvenile Offender Reentry Resource Center (National Reentry Resource Center, NRRC).

### Collaboration with Other Federal Agencies

BJA and the Office of Juvenile Justice and Delinquency Prevention (OJJDP) are collaborating closely on the implementation of the Second Chance Act and will continue this partnership to ensure that both juvenile and adult reentry efforts are supported. Similarly, both BJA and OJJDP are working with the National Institute of Justice (NIJ) in support of the research and evaluation activities called for in the Second Chance Act. For more information on BJA’s implementation of the Second Chance Act initiatives and Frequently Asked Questions, visit BJA’s Second Chance Act web page at [www.ojp.usdoj.gov/BJA/grant/SecondChance.html](http://www.ojp.usdoj.gov/BJA/grant/SecondChance.html).

For additional information on juvenile reentry activities, visit OJJDP’s web site at [www.ojjdp.gov/](http://www.ojjdp.gov/).

## 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 April 19, 2012. See the “How To Apply” section, page 11 for more details. Note that while the deadline for submission is 11:59 p.m. eastern time on April 19, 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.

## **National Adult and Juvenile Offender Reentry Resource Center— Specific Information**

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

The primary purpose and goal of the NRRC ([www.nationalreentryresourcecenter.org/](http://www.nationalreentryresourcecenter.org/)) is to advance the reentry field by enhancing and promoting evidence-based practices.

In FY 2009, BJA made an initial award for the establishment of the NRRC and made supplemental awards in FY 2010 and FY 2011 for continued operations. The objectives of the NRRC are to:

- Serve as the training and technical assistance (TTA) provider for all Second Chance Act grantees awarded by BJA and OJJDP.
- Develop and maintain a centralized online location for overall relevant reentry information for dissemination to the field that includes a mechanism for online technical assistance (TA).
- Provide overall education, TTA, evidence-based practices, and other reentry resources to various audiences that include tribes, state and local government agencies, U.S. territories, service providers, nonprofit organizations (including faith-based and community organizations), corrections institutions, people returning home to their communities from incarceration, and other groups.

Under this award, BJA is seeking a TTA provider with extensive expertise in: 1) providing proactive, comprehensive, user-friendly TTA services; 2) developing uniform protocols for the assessment and delivery of TTA, as well as tracking, evaluation, and follow-up; 3) using TTA strategies that include developing tools and resources for grantees, such as distance learning, peer-to-peer consultations, onsite TA, and ongoing TA by phone and e-mail; and 4) planning and hosting grantee meetings.

The applicant who is awarded the new FY 2012 cooperative agreement award will continue to operate and manage the NRRC, and must complete the following deliverables:

- Serve as the primary TTA provider for Second Chance Act site-based grantees and develop and maintain a listserv of grantees to distribute updates, facilitate ongoing communication, and provide other information. It is estimated that as of October 1, 2012 there will be over 230 active Second Chance Act awards (grantees) requiring TTA services through the NRRC, in addition to new competitive OJP awards made through FY 2012 Second Chance Act solicitations.
- Develop uniform TTA request and response protocols for all active Second Chance Act grantees. Provide education and proactive, culturally competent, comprehensive, user-

friendly TTA via teleconferencing, peer-to-peer consultations, onsite assistance, web-based assistance, and follow-up TTA as required by phone and/or e-mail.

- Assign TA Coaches to each Second Chance Act grantee to monitor and report on the TTA needs, including a summary of the findings for the grantee and recommended next steps to improve program performance. The awarded applicant must provide follow-up information regarding the grantee implementation of the recommendations that were provided.
- Identify and maintain a list of TTA consultants whose expertise and experience can best meet grantees' needs. With the approval of BJA, assign TTA consultants to assist grantees, when appropriate, and report on and monitor TTA assistance provided.
- Plan for and host distance learning opportunities for grantees, such as webinars and subject-specific conference calls on topics such as strategic planning, collaboration, sustainability, and other areas, as directed.
- Assist grantees with collecting and reporting on performance measures, and identify and explain trends from the performance measure data submissions such as best practices in offender reentry. Assess grantee capacity for reporting during site visits and phone calls and make recommendations for improvement.
- Provide TTA to grantees, and to the reentry field via distance learning, on the use and validation of risk and need assessment tools and the fundamental principles of evidence-based correctional practices including strategies on reducing future criminal behavior.
- Plan and implement a grantee orientation that includes, but is not limited to, a TTA overview, grant management process and related tools, lessons learned, a networking opportunity, and other potential activities.
- Utilize and/or modify the Second Chance Act Planning and Implementation Guide for grantees to address governance, design, data collection and evaluation, sustainability, and assess progress in achieving the goals of their award. The TTA provider will assist grantees with this guide and use the data to inform how TTA will be delivered.
- Develop and assist grantees in implementing procedures to best determine when release is appropriate and in the use of data to inform the release decision, including validation and use of effective risk needs assessment instruments.
- Develop, and assist grantees in implementing, procedures to efficiently and effectively identify those violators of probation, parole, or supervision following release from prison, jail, or a juvenile facility who should be returned to prisons, jails, or juvenile facilities and those who should receive other penalties based on defined, graduated sanctions.
- Manage, administer, and coordinate logistics and other activities for the Annual National Conference for Second Chance Act Grantees for BJA and OJJDP.
- Participate in GrantStat with BJA staff for Second Chance Act Grantees. GrantStat is a process that examines the performance of grant programs by tracking and comparing grantee and program performance along selected key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA and TTA partners to be held accountable for the grantees' and programs' performance as measured against the program's goals and objectives. Within this framework, the TTA provider is required to participate (via phone or in-person) in

regular meetings and report on information and key findings from their interactions with grantees.

- Disseminate information to the reentry field and other relevant entities about best practices, policy standards, and research findings, and develop a national reentry research agenda.
- Collaborate with the Federal Interagency Reentry Council and the Federal Interagency Reentry Council Working Group to provide ongoing assistance as directed.
- Provide enhancements and maintenance of the overall content of the existing NRRC web site ([www.nationalreentryresourcecenter.org/](http://www.nationalreentryresourcecenter.org/)) including, but not limited to, the following web-related deliverables:
  - **Monthly E-Newsletter.** Develop and maintain a listserv that disseminates various resources to the field (including grantees) through an electronic e-newsletter that provides general reentry information on federal funding opportunities, upcoming webinar information, reentry materials from other federal agencies, and other valuable resources.
  - **What Works in Reentry Research Synthesis:** Updating “lessons learned” information from both the implementation and evaluation of various federal reentry initiatives.
  - **National Criminal Justice Initiatives (NCJI) Map:** Updating content for the map to include additions from new grant awards from BJA and OJJDP and other federal agencies’ reentry-related awards.
  - **President’s Federal Interagency Reentry Council:** Serve as the main online location for information on the Federal Interagency Reentry Council, Reentry Council Working Group, Myth Busters, and other materials.
  - **Toll-Free Number.** Maintain a NRRC toll-free telephone number and general e-mail address through which interested parties request and obtain information in a timely fashion.
- As directed, provide DOJ with ongoing assistance that relates to overall reentry efforts that includes, but is not limited, to the following activities:
  - Other events related to the Second Chance Act.
  - Participating and maintaining a presence at national, state, local, tribal, or other events related to reentry activities. This could include planning and convening national and regional seminars/workshops where interested and motivated officials could learn about key strategies for successful reentry initiatives.
- Develop a resource kit, including an online version, for jurisdictions interested in establishing a reentry program/initiative, which highlights publications, tools, research, and key web sites that can be used to ensure their programs draw on evidence-based practices and experiences of other jurisdictions, and connects users to other relevant web-based resources.
- Provide limited follow-up targeted technical assistance to jurisdictions of non-Second Chance Act grantees that have specific questions based on the conference calls and webinars provided.

- Work with representatives of national and regional foundations active in aspects of reentry to determine where proposals should leverage those private investments.
- Review federal and philanthropic investments in state, local, and tribal efforts and resources such as policy guides and relevant research to enhance reentry and reduce recidivism and determine how those resources should inform future program development and resource allocation.
- Analyze information gathered from other large federal reentry programs and determine how those lessons learned should inform future program development and resource allocations.
- Provide TTA on the Pay for Success model for those Second Chance Act grantees that have incorporated the Pay for Success model into their FY 2012 projects.
- Serve as the TTA provider for grantees awarded under the new BJA FY 2012 “Second Chance Act Adult Offender Comprehensive Recidivism Reduction Demonstration Projects” and “Smart Probation: Reducing Prison Populations, Saving Money, and Creating Safer Communities” solicitations.
- Coordinate all TTA activities with BJA’s National Training and Technical Assistance Center (NTTAC). BJA TTA projects are required to coordinate all TTA activities with NTTAC. At the time this solicitation was posted, the precise requirements and protocols were still under development, but once completed the successful applicant will be required to comply with these protocols in order to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA grant funding. BJA reserves the right to modify these protocols at any time with reasonable advance notice provided to the grantee prior to execution.

**Note:** All activities, resources, and materials developed under this project must include clear and prominent reference to the federal funding agency.

### **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.

### **Amount and Length of Awards**

BJA anticipates that it will award one cooperative agreement of up to \$5,000,000 for a 12-month project period. Dependent on performance and the availability of funds the awarded applicant may be eligible for continued supplemental funding.

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

## **Grants Versus Cooperative Agreements**

The award under this solicitation will be made as a cooperative agreement. Cooperative agreements are used when substantial collaboration is anticipated between the funding agency (BJA) and the award recipients during performance of the proposed activities.

Responsibility for general oversight and redirection of the awardees and their project rests with the funding agency. BJA reserves the right to review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of key personnel selections, consultants, assessments, plans, and instruments. Additionally, manuals, documents, and any other written or electronic material developed or identified for use during the project must be submitted to the funding agency prior to finalization to allow for review by the funding agency. Responsibility for the coordination of review and approval process will be shared by the funding agency and the recipient. Where appropriate, the recipient will act jointly with BJA to determine modifications to the program implementation plan or budget. In executing this responsibility, BJA requires that the funding agency representative (policy advisor(s)/grant monitor/program specialist, etc.) meet periodically, in person and/or by phone, with the recipient (as determined by the funding agency) throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the award recipient. This specifically includes operations, data collection, analysis, and interpretation.

## **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 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/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 requesting a waiver should 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 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 obtained. 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 DOJ and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP web site 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 in fulfilling the Department's responsibilities under the Government Performance and Results Act (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. Award recipients will be required to report the applicable performance measures quarterly in BJA's online Training and Technical Assistance Reporting System (TTARS), located here: [www.bjaperformancetools.org/](http://www.bjaperformancetools.org/). A complete listing of the performance measures can be found at [www.bjaperformancetools.org/tta2/View/BJATTARSReportingMatrix.pdf](http://www.bjaperformancetools.org/tta2/View/BJATTARSReportingMatrix.pdf).

Below, BJA has listed the program objectives and sample performance measures.

Objectives	Performance Measure	Data Grantee Provides
<p>Increase the knowledge and capacity of practitioners in the reentry field through training and technical assistance focused on reentry fundamentals and the development and dissemination of tools and resources.</p>	<p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of participants who rated the training as satisfactory or better</p> <p>Number of participants receiving technical assistance</p> <p>Percentage of participants who rated the technical assistance as satisfactory or better</p> <p>Percentage of agencies that rated services as satisfactory or better</p> <p>Percentage of agencies that implemented one or more recommendations</p>	<p>For the current reporting period:</p> <p>Number of individuals who:</p> <ul style="list-style-type: none"> <li>• Attended the training (in-person) or started the training (web-based)</li> <li>• Completed the training</li> <li>• Completed an evaluation at the conclusion of the training</li> <li>• Completed an evaluation and rated the training as satisfactory or better</li> </ul> <p>Number of participants receiving technical assistance</p> <p>Number of participants who rated the technical assistance as satisfactory or better as indicated by an evaluation/survey</p> <p>For the current reporting period:</p> <ul style="list-style-type: none"> <li>• Number of onsite visits completed</li> <li>• Number of agencies that completed an evaluation of services</li> <li>• Number of agencies that rated the services as satisfactory or better</li> <li>• Number of reports submitted to requesting agencies after onsite visits</li> <li>• Number of requesting agencies that implemented one or more of the report recommendations 6 months after onsite visit</li> </ul>
<p>Enhance and promote evidence-based practices in the reentry field by maintaining a centralized online resource center with the functionality to deliver technical assistance services.</p>	<p>Number of publications developed</p> <p>Number of publications disseminated</p> <p>Percentage of information requests responded to</p>	<ul style="list-style-type: none"> <li>• Number of publications/resources developed</li> <li>• Number of publications/resources disseminated</li> <li>• Number of information requests</li> <li>• Number of information requests responded to.</li> </ul>

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. Refer to the section “What an Application Should Include” on page 13 for additional information.

## 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

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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).

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, call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 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 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. 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. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** 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-2012-3220.
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 application 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) the applicant has 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, OJP 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 at [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 application 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:

- (1) Program Narrative
- (2) 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, 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

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a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed 1 page. The abstract should also include the name of the applicant, title of project, and amount of funding requested.

### 3. Program Narrative

The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 20 pages. 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. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures and Other Outcomes  
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 BJA 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. Plan for Measuring Program Success to Inform Plan for Sustainment

### 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

For questions pertaining to budget and examples of allowable and unallowable costs, 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).

If an applicant is unable to obtain and submit with its application a fully-executed (i.e., signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation 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 fully-executed tribal resolution or other, comparable legal documentation.

**7. Additional Attachments: Project Timeline, Position Descriptions, and Letters of Support**

- *Project Timeline* with each project goal, related objective, activity, expected completion date, responsible person, or organization.
- *Position Descriptions* for key positions including resume materials.
- *Letters of Support and Memoranda of Understanding (MOUs)* from all key partners, detailing sub-contract agreements and the commitment to work with the applicant if awarded and affirms the partner's commitment 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 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 15 percent of the entire score in the application review process.

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

- Provide a clear and concise statement that provides a thorough understanding of why the operation and expansion of the NRRC is important and the scope of its potential contributions to the field.
- Describe the challenges communities face in planning, implementing, or expanding reentry efforts and the need for TTA.

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

- Articulate the applicant's "vision" for the role of the NRRC, expanding and building upon the specific mandates of the Second Chance Act.
- Describe the goals and objectives and identify strategies for designing and implementing all program deliverables (see Goals, Objectives, and Deliverables on pages 4-7).
- Describe the specific activities for providing TTA and outreach to Second Chance Act grantees.
- Demonstrate a well thought-out plan for transferring knowledge, best practices, and assistance to the overall reentry field, including a description of how the applicant envisions working on behalf of BJA and OJJDP in providing these services.
- Provide a timeline for completing the deliverables listed on pages 4-7 and identify the percentage of time to be dedicated by the individuals responsible for those tasks.
- Provide a detailed description of how the applicant will operate the NRRC and where the NRRC will be physically located.

### 3. Capabilities and Competencies (30 percent of 100)

- Describe the applicant, its partners, and each organization's role. Demonstrate the capability of the lead organization and any collaborative partners to implement the project, including gathering and analyzing information, developing a plan, evaluating the program, and staff capacity to address several hundred Second Chance Act grantees simultaneously.



- Describe the organization's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for the assessment and delivery of TA, as well as tracking, evaluation, and necessary follow-up activities.
- Provide examples of the organization's experience in using TTA strategies that include developing grantee tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance.
- List the consultants with whom the organization plans to work with to deliver TTA services.
- Describe the management structure and outline the organization's ability to conduct the individual activities through the organization/staff's experience, and recruit and partner with individuals and other organizations with the expertise to enhance the applicant's experience in developing and providing TTA.
  - The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the implementation plan.
  - Detailed information contained in the Project Timeline, Position Descriptions, and Letters of Support (see page 15) will form the basis for assigning points relative to this criterion.

**4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent of 100)**

- Describe the process the applicant will use to measure project performance. This should include measures for adhering to project timelines, meeting deliverable schedules, obtaining input from customers, and seeking feedback from stakeholders.
- Identify what data information will be collected, who will be responsible for collecting and reporting the data, who is responsible for performance measurement, how the data will be stored, how any personally identifiable information (PII) will be protected, and how the information will be used to guide the program.

**5. Plan for Measuring Program Success to Inform Plans for Sustainment (5 percent of 100)**

- Discuss how variables, such as stakeholder support and service coordination, will be defined and measured.
- Describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources to sustain the project when the federal award ends.
- Describe the policies, statutes, and regulations that will need to be put in place to support and sustain service deliveries to various entities within the reentry field.

**6. Budget (5 percent of 100)**

- Provide a proposed budget and budget narrative that are cost-effective, complete, and allowable, and tied to the proposed activities.
- Provide budget information that contains details on subcontract agreements with all key partners confirming their work commitment and involvement with the NRRC if the applicant is awarded  
**Note:** Contracts in excess of \$100,000 must be approved by BJA.
- Refer to the additional Budget and Budget Narrative requirements on page 14 for more detailed information.

## 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 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.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- 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 National Adult and Juvenile Offender Reentry Resource Center**

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 of \$5,000,000 (see page 7)
- Federally recognized tribe (if applicable) (see page 1)

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

- Application for Federal Assistance (SF-424) (see page 13)
- Abstract (see page 13)
- Program Narrative\* (see page 14)
  - Statement of the Problem/Program
  - Project Design and Implementation
  - Capabilities/Competencies
  - Plan for Collecting the Data Required for this Solicitation's Performance Measures
  - Plan for Measuring Program Success to Inform Plans for Sustainment
- Budget Detail Worksheet\* and Budget Narrative\* (see page 14)
- Disclosure of Lobbying Activities (SF-LLL) (see page 12)
- Indirect Cost Rate Agreement (if applicable) (see page 15)
- Tribal Authorizing Resolution (if applicable) (see page 15)
- Project Timeline, Position Descriptions, and Letters of Support/MOUs (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.