

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA), is pleased to announce that it is seeking applications for funding to operate a National Adult and Juvenile Reentry Resource Center under the Second Chance Act. This program furthers the Department's mission by providing training and technical assistance services to state, local, and tribal jurisdictions to facilitate the successful reentry of people from detention and incarceration to communities.

National Adult and Juvenile Reentry Resource Center FY 2016 Competitive Grant Announcement Applications Due: June 2, 2016

Eligibility

Eligible applicants are limited to national-scope private and nonprofit organizations (including tribal nonprofit and for-profit organizations) and colleges and universities, both public and private (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee. BJA is seeking applications from organizations that have demonstrated experience and expertise in reentry programming, training, and technical assistance. Because reentry requires collaboration between multiple service delivery systems (e.g., corrections, treatment, housing, education, job training, etc.) BJA anticipates that competitive applications will be submitted on behalf of a consortium of providers in order to represent experience and expertise from all disciplines necessary for successful reentry from corrections to communities.

BJA welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

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

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 2, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

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 email to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncichat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2016-9217

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National Adult and Juvenile Reentry Resource Center

CFDA 16.812

A. Program Description

Overview

The Second Chance Act of 2007 (Pub. L. 110-199) provides a comprehensive response to the large number of incarcerated adults and juveniles who leave prisons, jails, and juvenile residential facilities and return to communities. There are approximately 2.2 million individuals serving time in our federal, state, and local prisons and jails. Ninety-five percent of all individuals 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 reentry and encourage recidivism reduction. Within this context, “reentry” is not a specific program, but rather an evidence-based process that starts when an individual is initially incarcerated and ends when that individual 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 a juvenile residential facility 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 Reentry Resource Center (National Reentry Resource Center, NRRC).

Program-Specific Information

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.

Goals, Objectives, and Deliverables

The primary purpose and goal of the NRRC is to advance the reentry field by identifying and promoting evidence-based practices and supporting innovation.

BJA last competed the NRRC in FY 2012 and made supplemental awards in FY 2013, FY 2014, and FY 2015. The objectives of the NRRC are to:

- Serve as the training and technical assistance (TTA) provider for all Second Chance Act program grantees awarded funds by BJA and OJJDP:
 - BJA Smart Reentry Program (formerly Adult Reentry Demonstration Program)

- BJA Statewide Adult Recidivism Reduction Strategic Planning and Implementation Program
- BJA Reentry Program for Adults with Co-Occurring Substance Abuse and Mental Disorders
- BJA Comprehensive Community-Based Adult Reentry Program Utilizing Mentors
- BJA Smart Supervision Program
- BJA Technology Career Training Program for Incarcerated Adults and Juveniles
- BJA Family-based Adult Substance Abuse Treatment Program
- OJJDP Comprehensive Statewide Juvenile Reentry System Reform Implementation Program
- OJJDP Juvenile Reentry Demonstration Program
- OJJDP Implementing Statewide Plans to Improve Outcomes for Youth in the Juvenile Justice System
- OJJDP Reentry Program for Juveniles with Co-Occurring Substance Abuse and Mental Health Disorders
- Supporting Latino/a Youth from Out-of-Home Placement to the Community
- Develop and maintain a centralized online location for 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 and recidivism reduction 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 stakeholder groups.
- Assist BJA and OJJDP in helping jurisdictions prioritize their reentry and recidivism reduction efforts and resources, with a focus on system response and service delivery reform efforts, including use of risk/needs assessments, programming selection and tailoring, treatment, fair chance hiring practices, and pay-for-performance contracting.
- Support the Federal Interagency Reentry Council by translating their products and initiatives to the field.

The applicant that is awarded the new FY 2016 cooperative agreement award will operate and manage the NRRC, and must complete the following deliverables in coordination with both BJA and OJJDP. (Please note that while the cooperative agreement that results from this competition will be with BJA, the selected provider will work with OJJDP staff on juvenile program and policy TTA initiatives.)

Grantee TTA

- 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, 2017 there will be over 240 active Second Chance Act awards (grantees) requiring TTA services through the NRRC, in addition to new competitive OJP awards made through FY 2016 Second Chance Act solicitations. Host applicant webinars during open

solicitation periods and host grantee orientation webinars within first 60 days of SCA awards.

- Utilize existing 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 email.
- 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/OJJDP, assign TTA consultants to assist grantees, and report on and monitor TTA assistance provided.
- In consultation with BJA and OJJDP, ensure each Second Chance Act grantee achieves an impact according to the respective grant program design. This includes but is not limited to helping grantees build project teams and identify key personnel with specialized experience in producing data-driven results that are measurable. In addition, the TTA would include developing guidance on selecting and managing reentry service providers based on performance and recidivism reduction, and increasing the likelihood program initiatives are sustained beyond the life of the grant.
- Plan for and host distance learning opportunities for grantees, such as webinars and subject-specific conference calls on topics such as strategic planning, collaboration, and sustainability, for the reentry field at large on priority reentry topics such as the use and validation of risk and need assessment tools, case management, and the fundamental principles of evidence-based correctional practices.
- Coordinate TTA activities with BJA's National Training and Technical Assistance Center (NTTAC) and OJJDP's Juvenile Justice System Improvement Division. BJA and OJJDP reserve the right to modify work tasks at any time with reasonable advance notice provided to the grantee prior to execution.
- 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 reentry. For example, all BJA grantees submit aggregated data quarterly into BJA's Performance Management Tool (PMT). These data will be shared with the TA provider, who will be expected to engage in meetings with BJA policy and program staff to interpret the data, identify trends and TA needs, and recommend adjustments to the TA strategy for both individual grantees and grantee cohorts to help improve performance. Assess grantee capacity for data collection reporting during site visits and phone calls and make recommendations for improvement.
- Provide TTA in completing the Second Chance Act Planning and Implementation Guides for each grant program so SCA grantees are able to address governance, program design, data collection and evaluation, and sustainability, as well as assess progress in achieving the grant goals. Modify guides as needed. Develop and assist grantees in implementing evidence-based behavioral response procedures including incentives, and response to individuals who violate conditions of probation, parole, or supervision

following release from prison, jail, or a juvenile facility to include implementing systems of graduated sanctions.

- All TTA providers may be required to participate in BJA's GrantStat. Through GrantStat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or program performance along several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as our TTA partners to be held accountable for the grantee's and program's performance as measured against the program's goals and objectives. In addition, the TTA provider will be required to assist grantees in the collection of performance measure data, working in collaboration with the local research partners.
- Plan and host a 2017 National Reentry Conference for BJA, OJJDP, and other federal partner reentry grantees as appropriate, which advances evidence-based practices and features innovations in the reentry field. The conference should include keynote speakers, multiple subject matter tracks including presentations on the latest reentry research, and opportunities for grantee break-outs.
- Collaborate and coordinate with selected BJA [Smart Suite](#) TA provider to support research-practitioner partnerships. Collaboration may include providing program-specific expertise to inform training and other informational materials for Smart Suite grantees (of which Smart Supervision Program and Smart Reentry Program grantees are a subset) and their research partners.
- Assist grantees in disseminating information and updates about their projects within their department or agency throughout the life of the project. For instance, grantees' messaging for Smart Supervision Program should help create greater knowledge and understanding about the value of research and evidence-based practice among practitioners, and grantees' messaging for Statewide Adult Recidivism Reduction Strategic Planning and Implementation Program should include short and interim steps being taken department-wide and regionally to lower the state's recidivism rate.
- Participate in TTA 360 with OJJDP for Juvenile Reentry Grantees. TTA 360 is a centralized system to track, monitor, manage, and report on TTA requests and services. TTA 360 connects all of OJJDP's TTA providers into one network that supports their delivery of TTA from start to finish.
- The NRRC will work collaboratively with BJA and the Bureau of Justice Statistics (BJS) to support a new data collection initiative to assess SCA program efficacy and its impact on recidivism. Eligible grantees will be asked to submit certain personally identifiable information on SCA program participants, as well as auxiliary information about SCA programs, so that OJP can obtain their criminal history records and estimate recidivism rates.
- Provide TA to Statewide Recidivism Reduction implementation teams and other grantees on how to use the National Inventory on Collateral Consequences of Conviction to identify occupational licensing barriers in educational and vocational areas where SRR partners offer programming. Draft model MOUs between departments of corrections and state licensing boards.

Support the Federal Interagency Reentry Council

- Provide support, as needed, to the Federal Interagency Reentry Council (Reentry Council), which is working to remove federal barriers to successful reentry to state, local,

and tribal communities. Specifically, (a) help develop and refine Reentry Council products; (b) maintain and build out the Reentry Council web page (which is hosted on the NRRC; and (c) respond to Reentry Council member requests for reentry information.

- Promote Reentry Council work products and member agency policy clarifications, and provide information and technical assistance to jurisdictions on how to leverage these federal initiatives to improve state/local/tribal reentry efforts.

Reentry Resources for the Field and Advancing Reentry Knowledge

- Maintain and enhance the [NRRC website](#). The NRRC's online presence should continue to include up-to-date content on reentry resources, events, and funding opportunities.
- Develop and update a National Reentry Resources Map that includes geographically tagged information pertaining to all SCA and federal partner reentry related grants/investments, information about non-federally funded reentry resources and services, and state-specific collateral consequences. This will involve a transition of the current [National Inventory on Collateral Consequences of Conviction](#) to the NRRC. The National Reentry and Resources Map should also combine the following existing disparate mapped resources (and any additional mapped information should be incorporated into a single clickable map function):
 - Reentry services directories by state (currently: <https://csgjusticecenter.org/reentry/reentry-services-directory/>)
 - Federally funded reentry programs (currently at: <https://csgjusticecenter.org/reentry/national-criminal-justice-initiatives-map/>)
 - Legal aid resources, by state (currently at: http://www.americanbar.org/content/dam/aba/administrative/probono_public_service/lsc_reentry_projects.authcheckdam.pdf)
 - Additional resources for reentering individuals (see <https://www.fairshake.net/> and/or other websites)
- Propose plan to transfer and keep up to date the [National Inventory on Collateral Consequences of Conviction](#). The inventory is a repository of state-level legislative and regulatory collateral consequences. Annual costs of site maintenance and information/content are estimated at \$100,000.
- The NRRC will also need to liaise with the [National Clean Slate Clearinghouse](#), an upcoming project jointly funded by BJA and the Department of Labor.
- Maintain a current listserv that disseminates reentry news and resources to the field (including grantees). Maintain and communicate with a separate listserv of reentry coordinators.
- The [What Works in Reentry Clearinghouse](#) will be incorporated into OJP [Crime Solutions](#) during a transition period beginning in 2016-2017. The NRRC will continue an online presence on what the research says works in reentry but moving forward will pull information from Crime Solutions. The NRRC will identify promising programs and practices for consideration of Crime Solutions. Develop "lessons learned" materials from both the implementation and evaluation of state and federal reentry initiatives.
- Propose and facilitate a presence at national, state, local, tribal, or other conferences and 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 and keep current a resource kit, including an online version, for jurisdictions interested in establishing a reentry program/initiative, which highlights publications, tools, research, and key websites that can be used to ensure their programs draw on evidence-based practices and experiences of other jurisdictions.
- As needed, and in close consultation with BJA/OJJDP, host focus groups and local/regional/statewide forums to understand/address current or emerging reentry and recidivism reduction topics.
- As needed, and in close consultation with BJA/OJJDP, propose and develop original publications, talking points, fact sheets, white papers, etc. to address current or emerging reentry and recidivism topics.
- Raise the awareness of civil legal aid, an allowable and useful service in reentry.
- Review federal and philanthropic investments in state, local, and tribal efforts and resources such as policy guides, grants and relevant research to enhance reentry and reduce recidivism and propose options to leverage those resources.
- Develop and disseminate an e-newsletter that provides general reentry information on new reentry resources, evidence-based reentry practices, federal funding opportunities, upcoming webinar/training information, reentry materials from other federal agencies, and other valuable resources.
- Maintain and staff an NRRC toll-free telephone number and general email address through which interested parties can request and obtain information in a timely fashion.

Targeted Policy and Technical Assistance

- Work with SCA grantees and the field on improving 1) identification of health insurance and other state/federal benefit eligibility, 2) enrollment in eligible benefits including Medicaid, and 3) continuity of care during and beyond reentry. Track and report on jurisdictions that have achieved efficiencies, have innovated, and have promising practices in this area.
- Work with SCA grantees and the field on improving fair chance hiring, including reducing bars to occupational licensing. Track and report on jurisdictions that have achieved efficiencies, have promising practices, and have reduced bars to occupational licensing.
- Work with SCA grantees and the field on improving the adoption, use, and appropriate information sharing of risk and needs assessments to inform programming, responsiveness and dosage.
- Provide assistance to states/localities/grantees on using the [National Inventory on Collateral Consequences of Conviction](#) and market the assets of such information for the broader field. Develop and market checklists and additional materials on using the National Inventory on Collateral Consequences of Conviction to various disciplines including public defenders and prosecutors. Develop and disseminate briefs on trends (national and state-specific) and host webinars to build awareness and make the inventory more accessible.
- Provide limited follow-up targeted technical assistance to jurisdictions without SCA grants that have reentry and recidivism reduction questions and needs.

- Provide reentry profiles and TA for selected jurisdictions in close consultation with BJA including but not limited to certain [Violence Reduction Network](#) cities.
- Provide technical assistance, as needed, to jurisdictions that want to establish or strengthen state/local reentry councils and partnerships.

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 strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

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. The [OJP CrimeSolutions.gov](#) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

Amount and Length of Award

BJA estimates that it will make up to one award of up to \$5,000,000 for a 12-month project period, beginning on October 1, 2016. BJA anticipates providing supplemental funding of a comparable amount to the initial award for two additional years for a full project period of three years. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Type of Award¹

BJA expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial

¹ See *generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements [a type of grant]).

involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity²) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or Matching 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. For additional cost sharing and matching information, see the [Financial Guide](#).

² For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

Pre-Agreement Cost (also known as Pre-award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more 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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% 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.³ The 2016 salary table for SES employees is available on the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater 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.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at <http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and

³ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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 for individuals with limited English proficiency may be allowable. 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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For eligibility information, see title page.

For additional information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated 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, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

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

applicants include résumés in a single file.

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (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).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience
- Submitted as a separate attachment with "Project Abstract" as part of its file name
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

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. Please number pages "1 of 20," "2 of 20," etc.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance 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

Post award, recipients will be required to submit performance metric data semi-annually through BJA's online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at: <https://www.bjatrainng.org/working-with-nttac/providers>

For direct questions and guidance on account set up and data entry, email the BJA NTTAC Concierge Team at nttac@bjatraining.org.

To demonstrate program progress and success, as well as to assist the Department with 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. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Catalog ID	Performance Measure	Data Grantee Provides
Support the development, implementation, and sustainment of comprehensive, evidence-based, reentry and recidivism reduction programming through training and technical assistance.	458		For the current reporting period:
	228		Number of trainings (by type):
	239	Number of trainings conducted	<ul style="list-style-type: none"> • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	235	Number of participants who attend the training	
	215	Percentage of participants who successfully completed the training	Number of individuals who: <ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test
	237	Percentage of participants who rated the training as satisfactory or better	
	144	Percentage of participants trained and subsequently demonstrated performance improvement	
	520	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job.	For the current reporting period, number of individuals who:
	521	Number of curricula developed	<ul style="list-style-type: none"> • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job
		Number of curricula that were pilot tested	
	Percentage of curricula that were revised after pilot testing		
			Number of training curricula: <ul style="list-style-type: none"> • Developed

			<ul style="list-style-type: none"> • Pilot tested • Revised after being pilot tested
	12		<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of onsite visits completed • Number of reports submitted to requesting agencies after onsite visits • Number of requesting agencies who completed an evaluation of services • Number of agencies who rated the services a satisfactory or better <ul style="list-style-type: none"> ○ a) in terms of timeliness ○ b) quality • Number of follow-ups with requesting agencies completed 6 months after onsite visit • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit
	11	<p>Percentage of requesting agencies who rated services as satisfactory or better</p> <p>Percentage of requesting agencies that were planning to implement one or more recommendations</p>	
	247	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices	<ul style="list-style-type: none"> • Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation • Number of peer visitors who reported that the visit was useful in providing information on policies or practices • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit • Number of other onsite services provided • Number of requesting agencies who completed an evaluation of other onsite services • Number of agencies who rated the services a satisfactory or better
	246	Percentage of peer visitors that were planning to implement one or more policies or practices 6 months after they were observed at the visited site	
	526	Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better	

Increase information provided to BJA and the corrections and related fields on reentry and recidivism reduction	147		For the current reporting period:	
	493	Number of conferences or advisory/focus groups held		<ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who completed an evaluation
	144	Percentage of advisory/focus groups evaluated as satisfactory or better.		<ul style="list-style-type: none"> • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better
	145	Number of publications developed		<ul style="list-style-type: none"> • Number of publications/resources developed
	492	Number of publications disseminated		<ul style="list-style-type: none"> • Number of publications/resources disseminated <ul style="list-style-type: none"> ○ Number of websites developed. ○ Number of websites maintained.
	486	Percent of websites developed and maintained.		<ul style="list-style-type: none"> • Number of visits to websites during the current reporting period • Number of visits to websites during the previous reporting period
	354	Percent increase in the number of visits to websites		<ul style="list-style-type: none"> • Number of information requests • Number of information requests responded to
		Percentage of information requests responded to		

BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

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 Funding Resource Center](http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page (<http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm>). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

e. Impact/Outcomes, Evaluation, and 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/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁴

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

a. Résumés and Position Descriptions

⁴ See 2 C.F.R. § 200.414(f).

Attach staff résumés and/or position descriptions and qualifications relative to their job role. Identify which staff are considered key project staff.

b. Project Timeline

Attach a three-year Project Timeline broken out by year (with an estimated start date of October 1, 2016) with each project goal, related objective, activity, expected completion date, and responsible person or organization.

c. Memoranda of Understanding/Letters of Support

If applicable, attach Memoranda of Understanding or Letters of Support from co-applicants and collaborative partners (signed copies should be scanned and submitted with the electronic submission of the application).

d. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment to their application. The file should be named "Disclosure of Pending Applications."

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation.").

e. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization.

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the

results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

8. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of

Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

How to Apply

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please ensure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

Grants.gov is designed to forward successfully submitted applications to the OJP 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.” GMS may reject applications

with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2 and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget (OMB) requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.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 for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.

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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
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 number for this solicitation is 16.812, titled "National Adult and Juvenile Reentry Resource Center," and the funding opportunity number is BJA-2016-9217.
6. **Submit a valid 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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 2, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then applicants must email the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls, browser incompatibility, etc.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

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 10 percent of the entire score in the application review process.

1. Statement of the Problem (10 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, as well as the scope of its potential contributions to the field.
- Describe the challenges communities face in planning, implementing, or expanding comprehensive reentry efforts and the need for TTA.

2. Program Design and Implementation (40 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 each program deliverable as described on pages 5-9).
- 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 (as an attachment) for completing the deliverables listed on pages 5-9 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 (subrecipients) to implement each component of the project, including gathering and analyzing information,

developing a plan, evaluating the program, and staff capacity to provide technical assistance to 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 TTA, 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 pages 19-20) will form the basis for assigning points relative to this criterion.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures and for Measuring Program Success (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. Budget (10 percent of 100)

- Applicants should submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁵

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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although

⁵ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the System for Award Management (SAM)

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. 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 under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁶ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

⁶ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 [FFATA]).

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJA anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see title page.

For contact information for Grants.gov, see title page.

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojppeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist
FY 2016 National Adult and Juvenile Reentry Center

This application checklist has been created to assist in developing an application. Please note that the items indicated with an asterisk (*) below have been designated as the basic minimum requirements. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 24)

_____ Acquire or renew registration with SAM (see page 24)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 24)

_____ Acquire AOR confirmation from the E-Biz POC (see page 25)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 25)

_____ Download Funding Opportunity and Application Package (see page 25)

_____ Sign up for Grants.gov email [notifications](#) (optional) (see page 23)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

_____ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see page 12)

After Application Submission, Receive Grants.gov Email Notifications That:

_____ (1) application has been received,

_____ (2) application has either been successfully validated or rejected with errors (see page 25)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

_____ contact BJA regarding experiencing technical difficulties (see page 25)

General Requirements:

_____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of \$5,000,000.

_____ Eligible applicants are limited to national-scope private and nonprofit organizations (including tribal nonprofit or for-profit organizations) and colleges and universities, both public and private (including tribal institutions of higher education).

What an Application Should Include:

_____	Application for Federal Assistance (SF-424)	(see page 14)
_____	Project Abstract	(see page 14)
_____	Program Narrative	(see page 14)
_____	Budget Detail Worksheet	(see page 18)
_____	Budget Narrative	(see page 18)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 19)
_____	Applicant Disclosure of High Risk Status	(see page 19)
_____	Additional Attachments	
_____	Position Descriptions and Résumés	(see page 19)
_____	Three-year Project Timeline	(see page 20)
_____	Memoranda of Understanding/ Letters of Support	(see page 20)
_____	Applicant Disclosure of Pending Applications	(see page 20)
_____	Research and Evaluation Independence and Integrity	(see page 21)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 22)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 22)
_____	Employee Compensation Waiver request and justification (if applicable)	(see page 12)