



BJA FY 21 Second Chance Act: Adult Reentry Education, Employment, Treatment and Recovery Program

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Second Chance Act to develop a strategic plan for integrating correctional and employment programming/systems and/or establishing, expanding, and improving treatment for people with substance use disorders during incarceration and in order to help facilitate the successful reintegration of offenders returning to communities after a prison or jail sentence. This program furthers the Department's mission by seeking to reduce crime and recidivism among people leaving incarceration as well as enhancing public safety.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2021-00088-PROD	Improving Correctional Education	7	\$900,000.00	10/1/21 12:00 AM	36
C-BJA-2021-00089-PROD	Improving Vocational and Employment Services	8	\$900,000.00	10/1/21 12:00 AM	36
C-BJA-2021-00090-PROD	Improving Substance Use Disorder Treatment Services	12	\$900,000.00	10/1/21 12:00 AM	36

Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, State governments, Other

Other

For purposes of this solicitation, the term "State" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. (See 34 U.S.C. 10251.)

Eligible applicants may submit only one application per category but may apply to more than one category.

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by

email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

Step 1: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

Contents

Contact Information	1
Program Description	4
Overview	4
Statutory Authority	4
Specific Information	4
Goals, Objectives, Deliverables, and Timeline	4
Evidence-Based Programs or Practices	5
Information Regarding Potential Evaluation of Programs and Activities	5
OJP Priority Areas	5
Statutory Priority Areas	5
Federal Award Information	6
Awards, Amounts and Durations	6
Continuation Funding Intent	6
Availability of Funds	6
Types of Awards	6
Financial Management and System of Internal Controls	6
Budget Information	6
Cost Sharing or Matching Requirement	6
Pre-agreement Costs (also known as Pre-award Costs)	6
Limitation on Use of Award Funds for Employee Compensation: Waiver	6
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	6
Costs Associated with Language Assistance (if applicable)	6
Eligibility Information	6
Application and Submission Information	7
Information to Complete the Application for Federal Assistance (SF-424)	7
Standard Applicant Information (JustGrants 424 and General Agency Information)	7
Proposal Abstract	7
Proposal Narrative	7
Goals, Objectives, Deliverables, and Timeline	9
Budget and Associated Documentation	9
Budget Worksheet and Budget Narrative (Web-based Form)	9
Indirect Cost Rate Agreement (if applicable)	10
Financial Management Questionnaire (including applicant disclosure of high-risk status)	10
Disclosure of Process Related to Executive Compensation	10
Additional Application Components	10
Tribal Authorizing Resolution	10
Letters of Support	10
Research and Evaluation Independence and Integrity Statement	10
Documentation of Advancing DOJ Priorities (if applicable)	10
Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)	10
Memorandum of Agreement or Understanding (MOA or MOU)	10
Timeline/Program Plan	10
Position Descriptions	10
Mandatory Chief Executive Assurance to Collect and Report Recidivism Indicator Data	10
Mandatory Treatment Service Provider Certification	10
Disclosures and Assurances	10
Disclosure of Lobbying Activities	10
DOJ Certified Standard Assurances	10
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	10
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	10
Applicant Disclosure of Pending Applications	11
How to Apply	11
Submission Dates and Time	11
Application Review Information	11
Review Criteria	11
Review Process	11
Federal Award Administration Information	11
Federal Award Notices	11
Administrative, National Policy, and Other Legal Requirements	11
Information Technology (IT) Security Clauses	11
General Information about Post-Federal Award Reporting Requirements	11
Federal Awarding Agency Contact(s)	12
Other Information	12
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	12
Provide Feedback to OJP	12
Application Checklist	12
Appendix A: Mandatory Chief Executive Assurance to Collect and Report Recidivism Indicator Data	14
Appendix B: Category 3 Mandatory Treatment Service Provider Certification (Submit with the application as an attachment)	14

Program Description

Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

The Second Chance Act: Adult Reentry Education, Employment, Treatment and Recovery Program is designed to improve correctional educational and employment services for general inmate populations and to improve treatment services for offenders with substance use disorders. This will in turn help reduce recidivism, and promote public safety and recovery.

Statutory Authority

34 USC § 10591

34 USC § 10741

34 USC § 60511

34 USC § 60521

Specific Information

The purpose of the program is to enhance corrections systems' ability to address the substance use treatment needs of offenders as well as expand education and employment programs that emphasize strong partnerships with corrections, parole, probation, education, workforce development, and reentry service providers. This will work to reduce recidivism, promote recovery, and enhance employment prospects for incarcerated adults reentering the workforce. These partnerships can support the establishment and improvement of academic and vocational education programs and career training programs available in prisons and jails. Overall these efforts will improve public safety and public health. Programs should be focused on the 3-year period before release, as well as upon transition and reentry into the community.

Eligible Category 2 applicants must commit to restrict internet access by prisoners as appropriate to ensure public safety and facility security.

Pre-release access

Participants are expected to be screened, assessed, and identified for program participation pre-release. During the post-release phase of the reentry program, participants will receive case management services and be connected to evidence-based programming designed to assist in the transition from prison or jail to the community so that it is safe and successful. Where feasible, case management services and evidence-based programming should begin during the pre-release phase.

Correctional Partner Memorandum of Agreement

Nonprofit organizations and non-correctional government applicants must include as an attachment a Memorandum of Agreement or Understanding (MOA or MOU) that clearly demonstrates an established, collaborative relationship between the applicant and the correctional agencies that: (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population; and (2) oversee community corrections (probation and/or parole) for the target population. The MOAs/MOUs must include the following information:

1. The roles and responsibilities for staff from both agencies involved in the program.
2. Terms of access to the correctional facility or facilities for program staff. (If applicants are unable to conduct in-reach into correctional facilities, the application should explain the reason(s) why such access is not practicable.)
3. Information on pre-release programming and interventions provided by the correctional agency to each participant.
4. The data elements and performance measures that the partnering agencies will provide—or assist the grantee in obtaining—for the purpose of measuring the impact of grant activities.

Goals, Objectives, Deliverables, and Timeline

Goals

Category 1: Improving Correctional Education

- Improve the academic and vocational education programs available to offenders in prisons and jails.

Category 2: Improving Employment Services and Connections

- Provide career training, including subsidized employment, when part of a training program, to prisoners and reentering adults.

Category 3: Improving Substance Use Treatment Services and Supports for Adults with Substance Use Disorders

- Enhance corrections systems' ability to address the substance use treatment needs of offenders in order to reduce recidivism, promote recovery, and, in the process, to improve public safety and public health.

Objectives

Category 1:

- Implement or expand educational and vocational programs for incarcerated adults that result in improved educational outcomes, as measured by literacy attainment, high school equivalence, high school and higher education diplomas, certifications, and other credentials.
- Demonstrate increased collaboration between educational providers and corrections, community supervision providers, and other reentry stakeholders.

Category 2:

- Implement or expand job readiness assessments, individualized case plans, and employment-related services for incarcerated adults that result in improved job readiness, employment attainment, and retention.

Category 3:

- Improve the provision of substance use disorder treatment to people in prisons and jails, through the reentry process, including during a period of parole or court supervision if applicable.
- Provide prison-based family treatment programs for incarcerated parents of minor children or pregnant women.
- Note: the target population for services under Category 3 can include people with substance use disorders as well as people with co-occurring substance use and mental health disorders.

Deliverables

All Categories:

- Development of an action plan with input from BJA and an assigned technical assistance coach, submitted within 6 months of receiving final budget approval.
- A final report at the end of the project period.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Application and Submission Information.

Statutorily Allowable Uses of Funds

Category 1:

1. Establish/improve/expand educational and vocational programming and services for incarcerated adults, including competency-based learning, ranging from literacy, high school diploma/equivalency, higher education, to labor market needs-informed vocational education.

Category 2:

1. Establish/improve/expand career training programs that are informed by the labor market needs in the geographic areas to which incarcerated individuals will return.
2. Continually assess local demand for employees in the geographic areas to which offenders are likely to return and adjust educational and employment goals accordingly.
3. Develop partnerships with local employers.
4. Conduct individualized reentry career planning programs at the start of incarceration or post-release employment planning programs for program participants.
5. Subsidize wages or other employment costs as part of a career training program.
6. Provide transitional services to assist in the reintegration of offenders into the community.
7. Train corrections and service provider leadership and staff in career training programming.
8. Track and monitor employment outcomes.

Category 3:

1. Continue and improve drug treatment programs, including the provision of medication-assisted treatment, provided at a prison or jail.
2. Provide prison-based family treatment programs to incarcerated parents of minor children or pregnant women.
3. Develop and implement programs for supervised long-term substance abusers that include alcohol and drug abuse assessments, coordinated and continuous delivery of drug treatment, and case management services.
4. Strengthen rehabilitation efforts for offenders by providing addiction recovery support services.
5. Provide for salaries, personnel costs, facility costs, and other costs directly related to the program's operation.

Statutorily Mandated Project Components

Category 3:

All Category 3 applicants must:

1. Standardize screening and assessment processes for substance use disorders using a validated tool for offenders entering a correctional facility (e.g., booking, intake, or classifications).
2. Provide evidence-based pre- and post-release substance use and cognitive behavioral interventions to address criminogenic risk factors.
3. Establish medication-assisted treatment as part of any drug treatment program for offenders who are in a prison or jail.
4. Collect and use data to determine the effectiveness of the BJA-funded drug treatment programs.

Applicants for Category 3 prison-based programs should:

1. Integrate techniques to assess the strengths and needs of the incarcerated parent's immediate and extended family to support a treatment plan for the incarcerated parent.
2. Ensure that each participant in that program has access to consistent and uninterrupted care if transferred to a different correctional facility within the state or other relevant entity.
3. Ensure the program is located in an area separate from the general population of the prison.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

OJP Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. In FY 2021, OJP will give priority consideration in award decisions to applications that demonstrate ways in which their projects will advance one or more of these areas.

To receive priority consideration for advancing one or more of the Department's priorities, the applicant must provide a sufficient narrative explanation as an attachment, that specifies how the project will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.

In addition, OJP will give priority consideration, if applicable, to applicants that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties. For purposes of this priority consideration, the term "high-poverty area" means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term "persistent-poverty counties" means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and at <https://www.census.gov/programs-surveys/saipe.html>).

Statutory Priority Areas

Category 2 applicants can receive priority consideration for applications that:

1. Provide assessment of local demand for employees in the geographic areas to which offenders are likely to return;
2. Conduct individualized reentry career planning upon the start of incarceration or post-release employment planning for each offender served under the grant;
3. Demonstrate connections to employers within the local community; or
4. Track and monitor employment outcomes.

Priority consideration is one of many factors that OJP considers in making funding decisions and is not a guarantee of an award.

Federal Award Information

Solicitation Category

Competition ID Enter to sort	Category *	Number of Awards	Dollar Amount for Awards	Performance Start Date	Performance Duration (Months)
C-BJA-2021-00088-PROD	Improving Correctional Education	7	\$900,000.00	10/1/21 12:00 AM	36
C-BJA-2021-00089-PROD	Improving Vocational and Employment Services	8	\$900,000.00	10/1/21 12:00 AM	36
C-BJA-2021-00090-PROD	Improving Substance Use Disorder Treatment Services	12	\$900,000.00	10/1/21 12:00 AM	36

Awards, Amounts and Durations

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$24,300,000.00

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award funded work, when making continuation award decisions.

Availability of Funds

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

Types of Awards

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Applicants should budget funding to travel to a peer-learning event (such as a regional meeting). Estimate the costs of travel and accommodations for three staff members to attend one meeting per year in Washington, D.C. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem.

All grantees will access up to \$100,000 until an action plan is approved by BJA during the first six months of the grant period after the final budget is approved.

Unallowable uses for Award Funds

In addition to the unallowable costs identified in the [DOJ Grants Financial Guide](#), award funds may not be used for the following:

- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Vehicles
- Food and beverage

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

- State governments
- City or township governments
- County governments
- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Application and Submission Information

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract,
- Proposal Narrative,
- Budget Worksheet and Budget Narrative (web-based form)

See the "Application Elements and Formatting Instructions" section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

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

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section F of the SF-424, please include the name and contact information of the individual who will complete application materials in JustGrants. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation ("funding opportunity") is **not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

a. Description of the Issue

Category 1:

- Describe the current process, including timing, tools used, and staff responsible, for assessing incarcerated individuals for their educational attainment needs.
- Describe the range and type of educational services currently available to incarcerated individuals in correctional facilities.
- Discuss how individuals are currently prioritized for educational programming and services in correctional facilities.
- To the extent that data are available, discuss what percentage of people who are assessed as needing educational services currently receive them.
- Discuss any existing or proposed partnerships with educational, vocational, or employment training organizations.
- Discuss the physical and programming space available within the correctional facilities to support the proposed educational, vocational, and/or employment-related training.
- Discuss the physical and programming space available within the correctional facilities to support the proposed educational and/or vocational services and programming.

Category 2:

- Describe the current process, including timing, tools used, and staff responsible, for assessing incarcerated individuals for their job readiness and criminogenic risk and needs.
- Describe the range and type of employment-related services currently available to incarcerated individuals in correctional facilities.
- Discuss how individuals are currently prioritized for employment-related services in correctional facilities.
- Name, justify, and describe the communities to which offenders will return upon release from incarceration.
- Document the job market analysis conducted by the applicant or the process that will be used to identify which industries and job types are in demand by local employers.
- Document any existing partnerships with specific employers or groups of employers.
- Discuss any existing or proposed partnerships with educational, vocational, or employment training organizations.
- Discuss the physical and programming space available within the correctional facilities to support the proposed employment-related training and services.

Category 3:

Note: the target population for Category 3 services can include people with substance use disorders and people with co-occurring substance use and mental health disorders. If the proposed target population includes people with co-occurring disorders, also address the mental health treatment currently available.

- Describe the current process, including timing, tools used, and staff responsible, for screening and assessing people incarcerated for substance use and mental health disorders.
- Describe the current availability and quality of substance use disorder treatment in the correctional facility.
- Discuss who is currently prioritized for substance use disorder treatment in the facility.
- To the extent that data are available, discuss what percent of people who are assessed as needing substance use disorder treatment receive it.

- Discuss the correctional facility's current ability to meet the needs of incarcerated people who have co-occurring substance use and mental health disorders.
- Discuss the current ability to identify and engage parents with minor children and/or pregnant women for targeted services.
- Indicate the jurisdiction or tribal community to be served.
- Describe the current practice for connecting people leaving incarceration who have been assessed and/or have received substance use disorder treatment in the facility to treatment providers in the community.
- If proposing to implement a prison-based substance use treatment program, discuss the physical plant and ability to separate into a therapeutic community those who will receive residential substance use disorder treatment.
- Describe the current ability to provide medication-assisted treatment to people assessed with alcohol and opioid use disorder.
- Clearly specify and describe the validated assessment tool or tools used by the correctional agency, the community corrections agency, and/or the applicant to determine the risk level and identify the criminogenic needs of the individuals to be referred to the program. Specify when assessment and re-assessment take place and by which agencies.

a. Project Design and Implementation

Category 1:

- Address the Objectives, Deliverables, and Allowable Uses of Funds.
- Describe in detail the target population to receive services, including the number of people to receive services and any demographic distinctions.
- Discuss whether services will be prioritized for people assessed as being at greater risk to recidivate and if so, how other criminogenic needs will be met.
- Describe the educational and vocational services to be provided.
- Describe where and by whom services will be provided, including if services will be provided by facility or partner agency staff, educational or vocational partners, or by contracted or in-kind service providers.
- Discuss the process the applicant will use to identify and enroll potential participants and to match services to their identified needs including learning disabilities and dyslexia.
- Describe how educational/vocational service providers and corrections operational and security staff will appropriately share information about offenders' risk/needs/readiness/participation in programs.
- Discuss transitional services to be provided to offenders upon release from incarceration into the community, who will provide those services, and how information will be collected about them.
- If applicable, describe the partnership with an evaluator.
- Identify and define the baseline recidivism rate for the target population.
- State the intended ratio between instructors and participants.
- Describe any training curriculum components and methods of delivery.
- If a program currently exists, describe the program costs and recidivism rates of participants. If no program currently exists, detail how the program plan will be based on research that reduces recidivism.
- Describe how the program proposed in this application will interface with the existing reentry process.

Category 2:

- Describe in detail how any program-specific priority considerations specified in this solicitation have been met.
- Address the Objectives, Deliverables, and Allowable Uses of Funds.
- Discuss adherence to the restriction of internet access within correctional settings to ensure public safety and facility security.
- Describe in detail the target population to receive services, including the number of people to receive services and any demographic distinctions.
- Discuss whether services will be prioritized for people assessed as being at greater risk to recidivate and if so, how other criminogenic needs will be met.
- Describe the employment-related services to be provided.
- Describe where and by whom services will be provided, including if services will be provided by facility or partner agency staff, employment-related partners, or by contracted or in-kind service providers.
- Discuss the process the applicant will use to identify and enroll potential participants and to match services to their identified needs.
- Describe how employment-related service providers and corrections operational and security staff will appropriately share information about offenders' risk/needs/readiness/participation in programs.
- Discuss transitional services to be provided to offenders upon release from incarceration into the community, who will provide those services, and how information will be collected about them.
- If applicable, describe the partnership with an evaluator.
- Identify and define the baseline recidivism rate for the target population.
- State the intended ratio between instructors and participants.
- Describe any training curriculum components and methods of delivery.
- If a program currently exists, describe the program costs and recidivism rates of participants. If no program currently exists, detail how the program plan will be based on research that reduces recidivism.
- Describe how the program proposed in this application will interface with the existing reentry process.

Category 3:

Note: the target population for Category 3 services can include people with substance use disorders and people with co-occurring substance use and mental health disorders. If the proposed target population includes people with co-occurring disorders, also address the integration of mental health treatment services in the project description.

- Describe in detail the target population to receive services, including the number of people to receive services, which diagnoses will be addressed, and any demographic distinctions.
- Describe where and by whom treatment services will be provided, including if services will be provided by facility or partner agency staff or by contracted services providers.
- Address the Objectives, Deliverables, and Allowable Uses of Funds.
- Discuss the process the applicant will use to identify and recruit potential participants and to match services to their identified needs.

- Describe how the proposed services are evidence based for the proposed target population.
- Describe how treatment providers and corrections operational and security staff will appropriately share information.
- Discuss how treatment plans and services will transition with the offender upon release from incarceration into the community, including how that transition is made.
- If applicable, describe the partnership with an evaluator, and if random assignment will be used.
- Identify and define the baseline recidivism rate for the target population.

a. Capabilities and Competencies

Category 1 and Category 2:

- Describe the organizational structure, capabilities, and competencies of the applicant and key partners.
- Describe the management structure and staffing of the project, identifying the agency responsible for the program and the grant coordinator.
- Describe the competencies/qualifications of individuals who will provide the educational, vocational, employment-related services, and other services, including transitional services.
- Discuss the history of collaboration with the proposed partners. The extent to which the applicant is able to demonstrate partnership(s) with institutional and/or community corrections agencies, access to participants within correctional facilities prior to release, and partnerships with institutional and/or community corrections agencies and educational and vocational providers to share data for performance measurement purposes will be key factors in assessing the strength of the application.

Category 3:

Note: the target population for services under this category can include people with substance use disorders and people with co-occurring substance use and mental health disorders. If the proposed target population includes people with co-occurring disorders, also address mental health treatment capabilities and competencies.

- Describe the organizational structure, capabilities, and competencies of the applicant and key partners.
- Describe the management structure and staffing of the project, identifying the agency responsible for the program and the grant coordinator.
- Describe the competencies of the individuals who will provide substance use treatment services, including their certifications and licensure.
- If the applicant is not a correctional entity, discuss the history of collaboration with correctional agency partners. The extent to which the applicant is able to demonstrate a collaborative partnership with institutional and/or community corrections agencies, access to participants within facilities prior to release, and partnership with institutional and/or community corrections agencies to share data for performance measurement purposes will be key factors in assessing the strength of the application.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

All Categories:

- Describe the plan to track program outcomes for at least 12 months following the release of program participants from incarceration. The plan should:
 - Identify data and information that will be collected, and by whom.
 - Describe how performance will be documented, monitored, impacted, and evaluated.
 - Identify objectives for program development, implementation, and outcomes.
- Describe the process for assessing the program's effectiveness through the collection and reporting of the required performance metrics data.
- Discuss how the program will be sustained after federal funding ends.

Note: applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data and performance reports in the Performance Measurement Tool (PMT) and/or JustGrants. For applicants applying for Categories (1) Educational Services and (2) Employment Services, examples of the performance measures questionnaire can be found [here](#). For applicants applying for Category (3) Substance Use Disorder Treatment Services, examples of the performance measures questionnaire can be found [here](#). Applicants proposing to provide services under all three categories, please review both example questionnaires. Further guidance on the post-award submission process will be provided, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under "Note on Project Evaluations" in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the program's goals, objectives, deliverables, and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget and Associated Documentation

All Categories:

Submit a budget that is **complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities)**. Budget narratives should demonstrate generally how the applicant will maximize cost effectiveness of grant expenditures. The budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the program—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.

- Applicants must budget funding to travel to DOJ-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for teams of three to attend three meetings for three days each in Washington, D.C. (one meeting for each of the three grant years).
- Include an appropriate percentage of the total grant award for data collection, performance measurement, and research (if applicable).

Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Disclosure of Process Related to Executive Compensation

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Tribal Authorizing Resolution

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Letters of Support

Letters of Support from key partners (other than correctional agency partners for which MOAs/MOUs are required), detailing the commitment to work with the applicant to promote the mission of the program.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

Documentation of Advancing DOJ Priorities (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to applications that specify how the project will advance one or more of the following DOJ priorities: the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community. Applicants will submit the narrative by uploading the document as an attachment in JustGrants

Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority must provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number(s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

Memorandum of Agreement or Understanding (MOA or MOU)

Memorandum of Agreement or Understanding (MOA or MOU) with correctional partners.

Timeline/Program Plan

Timeline/Program Plan with each objective, activity, expected completion date, and responsible person or organization.

Position Descriptions

Position Descriptions for key positions and résumés for personnel in those positions, including research partner position(s), if applicable. Position descriptions should relate to the role on the proposed program, not the person's role within the applicant organization, and describe critical competencies and expectations regarding program responsibilities.

Mandatory Chief Executive Assurance to Collect and Report Recidivism Indicator Data

See Appendix A.

Mandatory Treatment Service Provider Certification

Category 3 applicants only. See Appendix B.

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, applicants will submit as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

Applicant Disclosure of Pending Applications

Applicants will complete the JustGrants web-based Applicant Disclosure of Pending Applications form. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by June 22, 2021 at 11:59PM EST. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

The **full application** will be submitted in JustGrants by July 6, 2021 at 11:59PM EST.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Application Review Information

Review Criteria

a. Merit Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

b. Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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 take into account not only peer review ratings and BJA's recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Application Checklist

Second Chance Act: Adult Reentry Education, Employment, Treatment and Recovery Program

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- Select the correct Competition ID
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- 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 [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$900,000.

Eligibility Requirement:

- State governments
- City or township governments
- County governments
- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Submit SF-424 and SF-LLL in Grants.gov

After SF-424 and SF-LLL submission in Grants.gov, Receive Grants.gov Email Notifications That:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If Grants.gov Receipt, and Validation or Error Notifications are Received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants

- Complete Application in JustGrants

Content of Application Submission:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- **Proposal Abstract**
- **Proposal Narrative**
- **Budget Worksheet and Budget Narrative (Web-based form)**

Budget and Associated Documentation

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Documentation of advancing DOJ priorities.
- Documentation of high poverty areas or persistent poverty counties (if applicable)
- Memorandum of Agreement or Understanding (MOA or MOU) with correctional partners (only applies if applicant is a nonprofit organization or a non-correctional government entity)
- Timeline/Program Plan
- Position Descriptions
- Letters of Support from key partners (other than correctional agency partners for which MOAs/MOUs are required)
- Mandatory Chief Executive Assurance to Collect and Report Recidivism Indicator Data
- Mandatory Treatment Service Provider Certification (Category 3 applicants only)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

If No JustGrants Application Submission, Validation, or Error Notifications are Received:

- Contact JustGrants.Support@usdoj.gov or 833-872-5175 regarding technical difficulties.

Appendix A: Mandatory Chief Executive Assurance to Collect and Report Recidivism Indicator Data

I hereby assure that, if awarded grant funds under the Second Chance Act: Adult Reentry Education, Employment, Treatment and Recovery Program, my organization will collect unique identifiers and recidivism indicator performance data for each program participant, and will aggregate all such data and submit it via the Bureau of Justice Assistance Performance Measurement Tool as required upon grant closeout. I understand that the inability or refusal to submit such data after an award is made may impact my organization's ability to receive future Bureau of Justice Assistance competitive grant funding.

Signature

Title

Date

Appendix B: Category 3 Mandatory Treatment Service Provider Certification (Submit with the application as an attachment)

As the Authorized Representative of [*insert name of applicant organization*], I assure the Bureau of Justice Assistance (BJA) the following:

Mandatory Certification Requirement: Service Provider Licensing/Accreditation/Certification Documentation: All collaborating service provider organizations listed in this application meet applicable licensing, accreditation, and certification requirements.

As the authorized representative, I also understand that the following information is required to receive funding, and these materials have been included with the application materials:

- A letter of commitment that specifies the nature of the participation and what service(s) will be provided from every service provider organization listed in the application that has agreed to participate in the project.
- Official documentation that all service provider organizations collaborating in the project have been providing relevant services for a minimum of 2 years prior to the date of the application in the area(s) in which services are to be provided. Official documents definitively establish that the organization has provided relevant services for the last 2 years.
- Official documentation that all collaborating service provider organizations are in compliance with all local (city, county), state, and tribal requirements for licensing, accreditation, and certification or official documentation from the appropriate agency of the applicable state, tribal, county, or other governmental unit that licensing, accreditation, and certification requirements do not exist.

Note: Official documentation is a copy of each service provider organization's license, accreditation, and certification. Documentation of accreditation will not be accepted in lieu of an organization's license.

A statement by, or letter from, the applicant organization or from a provider organization attesting to compliance with licensing, accreditation, and certification or that no licensing, accreditation, certification requirements exist, does not constitute adequate documentation.

Signature of Authorized Representative

Date
