Second Chance Act Training and Technical Assistance Program

March 6, 2020

This solicitation has been changed to clarify revisions to the maximum award available in each category. Thank you for your attention to this update.

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

Second Chance Act Training and Technical Assistance Program
FY 2020 Competitive Grant Solicitation

CFDA #16.812

Grants.gov Solicitation Number: BJA-2020-17240

Solicitation Release Date: February 26, 2020

Application Deadline: 11:59 p.m. eastern time on April 28, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications to support Second Chance Act (SCA) grantees and reentry practitioners in the field to improve reentry and reduce recidivism. This program furthers the Department's mission by providing training and technical assistance (TTA) services to state, local, and tribal jurisdictions to facilitate the successful reentry of people from detention and incarceration to communities.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. It 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.

Eligibility (Who may apply):

The following entities are eligible to apply:

- 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).

Because reentry requires collaboration among multiple service delivery systems (e.g., corrections, treatment, housing, education, job training, etc.), BJA will accept an application submitted on behalf of a consortium of providers in order to represent the experience and expertise from all disciplines necessary for successful reentry from corrections to communities.

Applicants should have demonstrated experience and expertise in the following areas: corrections and community engagement; education and employment; and behavioral health, housing, and family supports.

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

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035, at https://www.grants.gov/web/grants/support.html, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the How To Apply (Grants.gov) section in the OJP Grant Application Resource Guide.

For assistance with any unforeseen Grants.gov technical issues beyond an applicant's control that prevent it from submitting its application by the deadline, or 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/ncjchat/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.

Deadline Details

Applicants must register with Grants.gov at https://www.grants.gov/web/grants/register.html prior to submitting an application. All applications are due by 11:59 p.m. eastern time on April 28, 2020.

To be considered punctual, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this Important Notice: Applying for Grants in Grants.gov.

For additional information, see the How to Apply (Grants.gov) section in the OJP Grant Application Resource Guide.

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SECOND CHANCE ACT TRAINING AND TECHNICAL ASSISTANCE PROGRAM
CFDA #16.812

A. Program Description

Overview

The SCA Training and Technical Assistance Program will fund organizations to provide state and local governments and federally recognized Indian tribes with resources and project management support to improve their reentry systems and reduce crime and recidivism among people returning from detention and incarceration to their communities.

Statutory Authority: 34 USC 10631; Pub. L. No. 116-93, 133 Stat 2317, 2408.

Program-specific Information

SCA funding helps jurisdictions around the country develop, implement, and test strategies and programs to assist youth and adults as they transition out of detention and incarceration and reenter their communities. Using SCA appropriations, BJA and the Office of Juvenile Justice and Delinquency Prevention (OJJDP) award grants directly to state and local governments, federally recognized Indian tribes, and nonprofit organizations to provide and improve reentry services with the goal of reducing recidivism.

Through this solicitation, BJA and OJJDP seek three providers under the SCA TTA Program to support site-based SCA grantees for each category as described below:[1]

Category 1: Corrections and Community Engagement TTA Provider.
Competition ID: BJA-2020-17245

BJA and OJJDP will direct this awardee to serve as the primary adult corrections, juvenile justice, and pretrial and community supervision TTA provider to SCA site-based grantees for the following BJA programs:

- Innovations in Reentry Initiative (30)
- Statewide Recidivism Reduction Initiative (6)
- Innovations in Supervision Initiative (18)
- Community-based Adult Reentry (54)
- Pay for Success Initiative: Outcomes-based Contracting to Lower Recidivism (4)

and the following OJJDP Programs:

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[1] The numbers in parentheses after each program represent the **estimated** number of active grantees anticipated on October 1, 2020.

- Ensuring Public Safety and Improving Outcomes for Youth in Confinement and While Under Community Supervision (5)
- Youth Offender Reentry (18)
- Implementing County and Statewide Plans to Improve Outcomes for Youth in the Juvenile Justice System (4)

Requirements:

Adult Corrections: Work with BJA to develop and provide tools, training, and resources aimed at helping jails and prisons and correctional leadership, agency supervisors, and staff make decisions and allocate resources, run programs, and manage inmates and reentry processes with the goal of reducing recidivism.

Juvenile Justice: Work with OJJDP to develop and provide tools, training, and resources aimed at helping youth, parents, guardians, youth-serving professionals, and communities identify and address collateral consequences. Examples might include bench cards, know-your-rights materials, infographics, handbooks, workshops, and the referral and coordination of resources for direct legal services.

Pretrial and Community Supervision: Work with BJA and OJJDP to develop and provide tools, training, and resources aimed at helping pretrial, probation, and parole agency leadership and staff improve supervision success rates for the people they supervise.

Category 2: Education and Employment TTA Provider. Competition ID BJA-2020-17246

BJA and OJJDP will direct this awardee to serve as the primary education and employment TTA provider to SCA site-based grantees for the following BJA programs:

- Adult Reentry and Employment Strategic Planning and Implementation Program (11)
- Comprehensive Adult Reentry, Education, and Employment to Reduce Recidivism Strategies Program (10)

Requirements:

Education: Improve correctional education and other programs to prepare offenders for meaningful careers in order to increase their employability upon release and reduce recidivism; for example, identify effective strategies for inmates to earn high school diplomas and their equivalents and to provide post-secondary education and/or career and technical credentialing.

Employment: Improve the work readiness of reentering inmates and fair chance hiring practices to receive them; for example, reduce barriers to occupational licensing, ensure training programs align with employment opportunities in the jurisdiction, and/or conduct an industry analysis of prospective career opportunities that are viable and of value to reentering inmates.

Category 3: Behavioral Health, Housing, and Family Supports TTA Provider. Competition ID BJA-2020-17247

BJA and OJJDP will direct this awardee to serve as the primary TTA provider for behavioral health, housing, and family support to SCA site-based grantees for the following BJA programs:

- Improving Reentry for Adults with Co-occurring Substance Use and Mental Health Disorders (30)

- Improving Reentry for Adults with Substance Use Disorders (12)
- Pay for Success Initiative: Outcomes-based Contracting to Lower Homelessness (4)

and the following OJJDP Programs:

- Addressing the Needs of Incarcerated Parents With Minor Children (24)
- Strengthening Relationships Between Young Mothers and Their Children (19)

Requirements:

<u>Behavioral Health</u>: Increase adoption of evidence-based practices to improve access to services and treatment for people in reentry with substance use and mental health disorders; for example, improve collaboration, information sharing, and access to services and treatment to ensure that treatment plans and medications established while people were incarcerated continue post release.

<u>Housing</u>: Address the challenges that people in reentry face in securing stable, affordable housing; for example, identify model programs and/or policies that have been successfully implemented and develop resources for people in the field to adopt according to their local circumstances.

<u>Family Supports:</u> Develop and promote tools for correctional facilities, family members, and professionals who serve incarcerated youth and adults to maintain connections and improve family engagement and reintegration post release.

Objectives and Deliverables

The TTA providers will work with BJA and OJJDP staff to provide knowledge, resources, and project management guidance to all BJA- and OJJDP-awarded SCA program grantees to meet the objectives and deliverables of their projects. Specifically, the TTA providers will be expected to deliver the following:

1. Identify and maintain a list of TTA consultants/subject matter experts and their qualifications whose subject matter expertise and experience can best meet grantees' needs.

2. Following approval from BJA and OJJDP, assign a subject matter expert/consultant to each grantee to help it complete its proposed grant activities and align operations with best- and evidence-based practices relevant to the grant program. Report on and monitor the TTA assistance provided.

3. Host webinars related to SCA site-based grant programs, including orientation webinars for each grant program to onboard new grantees within 60 days of their receiving SCA awards, and field-wide webinars to market new funding opportunities.

4. Assist grantees during the initial 6 months of the project period to develop an action plan that is updated by the grantees and approved by BJA.

5. Work with BJA and OJJDP to develop individualized TTA plans for each grantee based on its project, state of readiness, and other grantee-specific considerations (e.g., staffing).

6. Assess grantee performance and provide coaching through monthly calls to:

a. Review grantees' progress toward their goals and deliverables in accordance with the project timeline.

b. Spot issues and provide feedback to grantees.

c. Discuss and review draft deliverables and other grant-related materials.

7. Assist grantees with collecting and reporting on performance measures, and identify and explain trends resulting from the performance measure data submissions.

a. Assess grantee capacity for data collection reporting during site visits and phone calls and make recommendations for improvement.

b. All BJA grantees submit aggregated data quarterly into BJA's Performance Management Tool (PMT). These data will be shared with the TTA provider who will be expected to meet with BJA to interpret the data, identify trends and TTA needs, and recommend adjustments to the TTA strategy for both individual grantees and grantee cohorts to help improve performance.

8. From the grantees, collect and document lessons learned and other useful examples for the field at large, then disseminate them via publications, media, and conference presentations in collaboration with the National Reentry Resource Center. Assist grantees in disseminating information and updates about their projects within their departments or agencies throughout the life of their projects.

9. Provide subject matter expertise to, and collaborate with, the National Reentry Resource Center and the other SCA TTA providers on reentry events such as regional or national conferences for BJA, OJJDP, and other federal partner reentry grantees that advance evidence-based practices and feature innovations in the reentry field. Activities may include, but are not limited to, planning the agenda, identifying speakers, serving as speakers/staff at the event, and developing materials. Note: The awarded TTA providers will be responsible for overall event logistics such as OJP conference approval, securing space, and coordinating participant travel.

10. Participate in BJA- and OJJDP-led grant performance reviews that track grantee or program performance along several key indicators.

11. Collaborate with the BJA TTA provider selected to deliver Evaluation and Sustainability Support for SCA Grants and with a provider to be selected by the National Institute of Justice to evaluate SCA implementation in accordance with the First Step Act.

Note: Awardees may be asked to coordinate TTA activities with BJA's National Training and Technical Assistance Center and OJJDP's Juvenile Justice System Improvement Division.

Awardees will work under the guidance of BJA and OJJDP staff to propose and conduct activities that advance the requirements under each category. This may include: developing research agendas; synthesizing research; developing practical tools, fact sheets, infographics and videos; and developing curricula. In order to accomplish this objective, it is anticipated that grantees will need to convene focus groups, listening sessions, expert panels, etc. Then, to disseminate the products resulting from this objective, grantees will need to develop marketing

and communication plans and work with BJA and OJJDP to execute these plans, including presentations at conferences and using social media and virtual forums.

BJA and OJJDP reserve the right to modify work tasks in any category at any time with reasonable advance notice provided to the awardee prior to execution.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under What an Application Should Include.

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
Applicants should note that 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 titled Information Regarding Potential Evaluation of Programs and Activities.

B. Federal Award Information

Maximum number of awards BJA expects to make   3 (1 award per category)

Estimated maximum dollar amount for each award:

- Category 1: Corrections and Community Engagement TTA   up to $2,775,000
- Category 2: Education and Employment TTA   up to $425,000
- Category 3: Behavioral Health, Housing, and Family Supports TTA   up to $1,800,000

Total amount anticipated to be awarded under this solicitation $6,500,000

Period of performance start date   October 1, 2020

Period of performance duration   36 months

BJA may provide additional funding in future years to awards made under this solicitation through continuation awards. In making decisions regarding 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.
Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

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 Award
BJA expects to make awards under this solicitation as cooperative agreements, which provides for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide for additional information.

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[2] as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the OJP Grant Application Resource Guide for additional information.

Budget Information
Cost Sharing or Match Requirement
This solicitation does not require a match.

Please see the OJP Grant Application Resource Guide for information on the following:

Pre-agreement Costs (also known as Pre-award Costs)
Limitation on Use of Award Funds for Employee Compensation; Waiver
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
Costs Associated with Language Assistance (if applicable)

C. Eligibility Information

For eligibility information, see title page.

For information on cost sharing or match requirements, see Section B. Federal Award Information.

D. Application and Submission Information

What an Application Should Include
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: Program Abstract, Program Narrative, Budget Detail Worksheet and Budget Narrative, Résumés of Key Staff, Timeline/Task Plan, and Disclosure of Proposed Subrecipients.

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 of the specified elements or that is nonresponsive to the scope of the solicitation.

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[2] 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.

1. **Application for Federal Assistance (Standard Form (SF)-424)**

    The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the OJP Grant Application Resource Guide for additional information on completing the SF-424.

    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.")

2. **Project Abstract**

    Include an abstract that summarizes the proposed project in 400 words or fewer. Project abstracts should:

    - Identify what category the applicant is applying for.
    - Be written for a general public audience.
    - Be submitted as a separate attachment with "Project Abstract" as part of its file name.
    - Be single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.
    - Include information on key partners.

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

3. **Program Narrative**

    The program narrative must respond to the requirements outlined in the category that is the focus of the application. Specifically, applicants must address the objectives and deliverables and explain the strategies they will use to accomplish and complete them. For more information about the required objectives and deliverables, please see pages 6-8.

    The program narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and should not exceed 20 pages. Number pages "1 of 20," "2 of 20," etc.

    If the program 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 should be included as part of the program narrative:

    a. Description of the Issue

    b. Project Design and Implementation

    c. Capabilities and Competencies

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

        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 objectives and deliverables identified under "Objectives and Deliverables" in Section A. Program Description.

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

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

Performance measures for this solicitation are listed in Appendix B: Performance Measures Table.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data.

Please note that applicants are **not** required to submit performance data with the application. 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.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the OJP Grant Application Resource Guide.

Please see the OJP Grant Application Resource Guide for information on the following:

4. **Budget Information and Associated Documentation**

   Applicants should propose budgets, based on the amount noted for the relevant category above, for the first 12 months of the award period. All other application materials (such as the narrative, timeline/task plan, capabilities and competencies) should reflect the full 36-month period of performance to meet all objectives and deliverables.

5. **Indirect Cost Rate Agreement**

6. **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

7. **Disclosure of Lobbying Activities**

8. **Applicant Disclosure of Pending Applications**

9. **Applicant Disclosure and Justification – DOJ High Risk Grantees**[3] **(if applicable)**

10. **Research and Evaluation Independence and Integrity**

11. **Disclosure of Process Related to Executive Compensation**

12. **Additional Attachments**

a. **Project Task Timeline**

Attach a project task timeline broken out by year (with an estimated start date of October 1, 2020) with each project objective, deliverable, expected completion date, and responsible person or organization.

b. **Résumés and Position Descriptions for Key Staff**

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

c. **Memoranda of Understanding/Letters of Support**

If applicable, attach memoranda of understanding or letters of support from coapplicants and collaborative partners (signed copies should be scanned and submitted with the electronic submission of the application).

d. **Supporting Documentation of Past TTA Delivery Experience**

Attach documentation of prior experience delivering TTA, including URL of website built and maintained, example of individualized technical assistance work plan, sample policy documents, fact sheets, sample curriculum.

e. **Applicant Disclosure of Proposed Subrecipients**

Attach a list of proposed subrecipients of grant funding, if applicable, that includes the name, organizational affiliation, and location of the proposed subrecipient entity. Use the form provided in Appendix A.

How To Apply (Grants.gov)

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the OJP Grant Application Resource Guide.

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

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[3] 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.

1. **CFDA # 16.812, Second Chance Act Reentry Initiative**

2. **Funding Opportunity # BJA-2020-17240**

3. Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application:

   Category 1: Corrections and Community Engagement TTA: Competition ID: BJA-2020-17245

   Category 2: Education and Employment TTA: Competition ID: BJA-2020-17246

   Category 3: Behavioral Health, Housing, and Family Supports TTA: Competition ID: BJA-2020-17247

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

BJA and OJJDP will instruct peer reviewers to consider the ideas that applicants propose and consider how much they reflect (using data and evidence) current needs in the field. They will also consider the appropriateness/responsiveness of the proposed deliverables as well as their dissemination methods.

1. **Description of the Issue (15 percent)**

   a. Describe the need for TTA as well as the challenges that SCA grantees and practitioners face in planning, implementing, or expanding their projects.

   b. Provide a clear and concise statement that provides a thorough understanding of why the operation and expansion of TTA is important as well as the scope of its potential contributions to grantees and reentry practitioners in the field.

2. **Project Design and Implementation (40 percent)**

   a. Articulate the applicant's "vision" for the role of the TTA.

   b. Describe how the applicant will identify, assess, and deliver TTA.

   c. Describe the specific activities for providing TTA, including outreach to grantees and the field at large, as appropriate for the category.

   d. Describe the objectives and identify strategies for designing and implementing each program deliverable as described in the solicitation. Provide specific information on any materials to be developed and/or technical assistance to be provided as they relate to the applicable category. Include the method of delivery.

e. Provide a project task timeline (as an attachment) for completing the deliverables and identify the percentage of time to be dedicated by the individuals responsible for those tasks.

3. **Capabilities and Competencies (30 percent)**

   a. 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 staff capacity to provide technical assistance to large numbers of grantees simultaneously (if applicable).

   b. 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.

   c. 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.

   d. List the consultants/subject matter experts with whom the applicant plans to work to deliver TTA services.

   e. Describe the management structure and outline the organization's ability to conduct the individual activities, including the organization/staff's experience and staff's ability to 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 Detailed information contained in the project task timeline, position descriptions, and letters of support will form the basis for assigning points relative to this criterion.

   f. Describe the strategy for responding to requests from reentry practitioners in the field.

4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent)**

   a. Describe the process the applicant will use to measure project performance. This should include measures on adhering to project timelines, meeting deliverable schedules, obtaining input from SCA grantees, and seeking feedback from stakeholders.

   b. Identify what data 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 will be protected, and how the information will be used to guide the program.

5. **Budget (10 percent)**

   a. Provide a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

b. **Applicants should propose budgets, based on the amount noted for the relevant category above, for the first 12 months of the award period.**

c. Budget narratives should demonstrate how applicants will generally maximize cost effectiveness of grant expenditures and in relation to potential alternatives and the objectives of the project[4].

d. Please review all of the category-specific requirements and ensure that your budget includes appropriate allocations to meet them. The applicant should submit a budget that outlines how much is allocated for each need (i.e., training, site visits, staffing).

Review Process
BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation requirements. See the OJP Grant Application Resource Guide for information on the application review process for this solicitation.

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 nonpublic 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, at its option, 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 recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information
Please see the OJP Grant Application Resource Guide for information on the following:

Federal Award Notices

Administrative, National Policy, and Other Legal Requirements
OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

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

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[4] 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.

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

General Information About Post-federal Award Reporting Requirements

In addition to the deliverables described in Section A. Program Description, 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, semi-annual 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.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

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

H. Other Information
Please see the OJP Grant Application Resource Guide for information on the following:

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)
Provide Feedback to OJP

Appendix A: Applicant Disclosure of Proposed Subrecipients

In the table below, list all proposed subrecipients of grant funding, including the name, organizational affiliation, and city and state of the entity. Add rows or submit multiple forms, if needed.

Subrecipient Name (Last, First)	Subrecipient Organization	Subrecipient Location (City, State)

Appendix B: Performance Measures Table

Objectives	Performance Measure	Data Grantee Provides
Objective 1: Provide training and technical assistance to support state, local, and tribal jurisdictions in achieving their project goals.	Number of trainings conducted	Number of trainings (by type): • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	Number of participants who attended the training	Number of individuals who: • 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
	Percentage of participants who successfully completed the training	
	Percentage of participants who rated the training as satisfactory or better	
	Percentage of participants trained who subsequently demonstrated performance improvement	
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job	Number of individuals who: • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training

Objectives	Performance Measure	Data Grantee Provides
		• Reported the training provided information that could be utilized in their job
	Number of curricula developed	Number of training curricula:
	Number of curricula that were pilot tested	• Developed
	Percentage of curricula that were revised after pilot testing	• Pilot tested • Revised after being pilot tested
Objective 2: Increase criminal justice agencies' ability to solve problems and/or modify policies or practices through assessment, tracking, evaluation, and follow up.	Percentage of requesting agencies that rated services as satisfactory or better	• Number of onsite visits completed • Number of reports submitted to requesting agencies after onsite visits • Number of requesting agencies that completed an evaluation of services • Number of agencies that rated the services as satisfactory or better (in terms of timeliness and 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
	Percentage of requesting agencies that were planning to implement one or more recommendations	
	Percentage of peer visitors who reported that the visit to the other agency was useful in	• Number of peer-to-peer visits completed

Objectives	Performance Measure	Data Grantee Provides
	providing information on policies or practices Percentage of peer visitors who were planning to implement one or more policies or practices 6 months after they were observed at the visited site	• 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
	Percentage of requesting agencies of other onsite services that rated the services provided as satisfactory or better	• Number of other onsite services provided • Number of requesting agencies that completed an evaluation of other onsite services • Number of agencies that rated the services as satisfactory or better
Objective 3: Increase information provided to BJA and the criminal justice community.	Number of conferences or advisory/focus groups held Percentage of advisory/focus groups evaluated as satisfactory or better	• Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus

Objectives	Performance Measure	Data Grantee Provides
		group as satisfactory or better
	Number of publications developed Number of publications disseminated	• Number of publications/resources developed • Number of publications/ resources disseminated
	Percentage of websites developed and maintained Percentage increase in the number of visits to websites	• Number of websites developed • Number of websites maintained • Number of visits to websites during the current reporting period • Number of visits to websites during the previous reporting period
	Percentage of information requests responded to	• Number of information requests • Number of information requests responded to

Appendix C: Application Checklist

Second Chance Act Training and Technical Assistance Program

This application checklist has been created as an aid in developing an application.

What an Applicant Should 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 (see OJP Grant Application Resource Guide)
- ☐ Select the correct Competition ID (see page 13)
- ☐ 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)

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 OJP Grant Application Resource Guide)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:
- ☐ Contact BJA regarding technical difficulties (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 2020 Awards" in the OJP Funding Resource Center.

Scope Requirement:

- ☐ The federal amount requested is within the allowable limit(s) of:
  - Category 1: Corrections and Community Engagement TTA   up to $2,775,000

- Category 2: Education and Employment TTA   up to $425,000
- Category 3: Behavioral Health, Housing, and Family Supports TTA   up to $1,800,000

Eligibility Requirement: 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).

What an Application Should Include:

> 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.
>
> ☐   Program Abstract   (see page 10)
> ☐   Program Narrative for Years 1-3   (see page 10)
> ☐   Budget Detail Worksheet & Budget Narrative for Year 1 (see page 11)
> ☐   Résumés of Key Staff   (see page 12)
> ☐   Timeline/Task Plan for Years 1-3   (see page 12)
> ☐   Disclosure of Proposed Subrecipients   (see page 12 and Appendix A)

☐   Application for Federal Assistance (SF-424)   (see [OJP Grant Application Resource Guide](#))

☐   Indirect Cost Rate Agreement   (see [OJP Grant Application Resource Guide](#)*)

☐   Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

☐   Disclosure of Lobbying Activities (SF-LLL)   (see [OJP Grant Application Resource Guide](#))

☐   Applicant Disclosure of Pending Applications   (see [OJP Grant Application Resource Guide](#))

☐   Applicant Disclosure and Justification – DOJ High Risk Grantee, if applicable   (see [OJP Grant Application Resource Guide](#))

☐   Research and Evaluation Independence and Integrity   (see [OJP Grant Application Resource Guide](#))

☐   Disclosure of Process Related to Executive Compensation   (see [OJP Grant Application Resource Guide](#))

Additional Attachments

☐ Request and Justification for Employee Compensation Waiver, if applicable   (see [OJP Grant Application Resource Guide](#))