

## **Second Chance Act Evaluation Participation Support Program**

May 19, 2020

This solicitation has been updated to include nonprofit organizations (including tribal nonprofit and for-profit organizations) as eligible applicants. In addition, the due date has been extended by 30 days to May 28, 2020.

Thank you for your attention to this update.

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



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## **Second Chance Act Evaluation Participation Support FY 2020 Competitive Grant Solicitation**

**CFDA #16.812**

**Grants.gov Solicitation Number:** BJA-2020-17680

**Solicitation Release Date:** February 27, 2020

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

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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding to support jurisdictions' participation in an evaluation of their Second Chance Act-funded programs. This solicitation is a companion to the National Institute of Justice's (NIJ's) "Assessing the Effectiveness of the Second Chance Act Grant Program: A Phased Evaluation Approach" solicitation that seeks organizations to apply to serve as evaluators of the Second Chance Act programs. This program furthers the Department's mission by supporting NIJ in fulfilling the statutory mandate set forth in The Second Chance Act Reauthorization Act of 2018 to evaluate the Second Chance Act grant program in order to further enhance the knowledge base of what works in offender reentry programming.

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:

- units or components of state, county, or local government
- federally recognized Indian tribal governments (as determined by the Secretary of the Interior)
- nonprofit organizations (including tribal nonprofit and for-profit organizations)

Applicants must be current or former recipients of BJA Second Chance Act funds that are running reentry programs that are ready for a rigorous, randomized control trial evaluation. Applicants must have the capacity to enroll and randomly assign at least 300 participants (150 treatment, 150 control) during the project timeframe.

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](mailto: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](mailto: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 May 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 EVALUATION PARTICIPATION SUPPORT CFDA # 16.812

## A. Program Description

### Overview

The fiscal year (FY) 2020 Second Chance Act Evaluation Participation Support solicitation provides state and local jurisdictions and Indian tribes with the resources to participate in NIJ's evaluation of Second Chance Act (SCA) programs.

**Statutory Authority:** Awards under this solicitation are authorized pursuant to 34 USC 60551, et seq.; Pub. L. No. 116-93, 133 Stat 2317, 2408..

### Project-specific Information

BJA seeks applicants to participate in NIJ's legislatively mandated evaluation of the Second Chance Act Grant Program. Applicants must be current or former recipients of SCA funds that are running reentry programs with clearly defined interventions and are ready for a randomized controlled trial and rigorous evaluation, per NIJ's expectations (outlined in Appendix A).

Selected grantees will receive funds to support their participation in the NIJ evaluation and can use funds to support tasks related to the evaluation, including but not limited to: data collection and extraction or a program coordinator to ensure successful collaboration among key partners. Eligible applications will be peer reviewed, and the subsequent funding recommendations will be merit based and made in collaboration with NIJ.

In applying for these grants, applicants agree to cooperate in any and all related research efforts and program evaluations by collecting and providing enrollment and participation data during all years of the program. Applicants also agree to provide detailed **individual-level** data, if requested, in the format specified by OJP during this time period.

Applicants further agree to implement random or other modes of participant assignment, as required by the evaluation design; cooperate with all aspects of the evaluation project; and provide comparable individual-level data for comparison group members.

### Objectives and Deliverables

Applicants are expected to work collaboratively with BJA, NIJ, and NIJ's selected evaluation partner(s) to ensure the successful evaluation of their reentry programs.

Objectives:

- Provide consistent oversight to ensure the intervention is implemented with fidelity.

- Coordinate with NIJ-funded evaluator(s), including providing the necessary qualitative and quantitative data, to help ensure a successful evaluation project. If needed, grantees can use grant funds to supplement or augment their current data systems in order to support the data system requirements of the evaluation.
- Ensure conditions are maintained to meet NIJ’s expectations for the execution of a successful randomized control trial study, as outlined in Appendix A.

Deliverables:

- Mid-term progress report
- Final progress report

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	5
Estimated maximum dollar amount for each award	\$800,000
Total amount anticipated to be awarded under the solicitation	\$4,000,000
Period of performance start date	October 1, 2020
Period of performance duration	48 months

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. BJA 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.

BJA may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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 grants. 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<sup>1</sup> 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.

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<sup>1</sup> 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.



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 Narrative, Budget Detail Worksheet and Budget Narrative, job descriptions and/or résumés/ curricula vitae of key personnel, letters of support/memoranda of understanding (MOUs) from data partners, and the information outlined in Appendix A.

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.

### **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 be:

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

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

### **3. Program Narrative**

The program narrative should be double-spaced, using a standard 12-point Times New Roman font; have 1-inch margins; and should not exceed 20 pages. Pages should be numbered "1 of 20," "2 of 20," etc. If the program narrative fails to comply with these length-related 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. Program Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the 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](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

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.

Award recipients will be required to provide the relevant data by submitting bi-annual performance metrics through the Grants Management System regular reports.

#### **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](#) in the “Budget Preparation and Submission Information” section.
  5. [Indirect Cost Rate Agreement](#)
  6. [Tribal Authorizing Resolution](#) (if applicable)
  7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
  8. [Disclosure of Lobbying Activities](#)
  9. [Applicant Disclosure of Pending Applications](#)
  10. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)<sup>2</sup> (if applicable)
  11. [Research and Evaluation Independence and Integrity](#)
  12. [Disclosure of Process Related to Executive Compensation](#)
  13. **Additional Attachments**
    - a. **Documentation of Rural Challenges (if applicable)**

As mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to receive priority consideration under the rural priority should provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how it will address specific challenges in rural communities.
    - b. **Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)**
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<sup>2</sup> 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.

As 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 should 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.

**c. Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to designated Qualified Opportunity Zones (QOZs). Each applicant proposing to receive priority consideration under the under the Qualified Opportunity Zones priority should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The narrative and the list of affected QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

**d. Certification Regarding Enhancing Criminal Justice and Public Safety through Cooperation with Federal Law Enforcement (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to State or local government entity applicants that operate at least one correctional facility (as defined at 34 U.S.C. 10251(a)(7)), and agree to comply with award conditions related to cooperation with federal law enforcement, as set forth in Appendix 3. Each such applicant proposing to receive priority consideration for such cooperation with federal law enforcement must sign and submit the certification provided in Appendix 3.

- a. Timeline/Project Plan** outlining key tasks, benchmarks, and persons or entities responsible.
- b. Letters of support/ MOUs from all key partners detailing the commitment to share data to promote the mission of the evaluation.** The letter of support from the lead organization responsible for the operational aspects of the program must include:

1. Certification that the lead agency has consulted with other local parties

2. The following statement: “The agency agrees to provide individual criminal history information for all participants to evaluators, unless prohibited by law. These data will be provided in response to periodic requests from the grantees and evaluator throughout the period of performance of this program to capture both criminal history prior to the program enrollment and subsequent recidivism.”
- c. **Applicant Disclosure of Proposed Subrecipients (if applicable).** Attach a table (see Appendix 1) listing proposed subrecipients of grant funding, that includes the name, organizational affiliation, and city and state of the proposed subrecipient entity.
- d. **Position Descriptions** for key roles. A position description should relate to the role on the proposed project, not the person’s role within the applicant organization, and describes the critical competencies and expectations regarding the project responsibilities.
- e. **Résumés or Curricula Vita (CVs)** for key personnel. Applicants may combine position descriptions and résumés or CVs into a single document; however, please note that they are one of the critical elements for an application (see page 6). Applications that do not include these will neither proceed to peer review nor receive further consideration by BJA.
- f. **Information requested in Appendix A.**

### **How To Apply (Grants.gov)**

Applicants must register in and submit applications through [Grants.gov](https://www.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.

1. **CFDA #16.812, Second Chance Act Evaluation Participation Support**
2. **Funding opportunity #BJA-2020-17680**

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

## **E. Application Review Information**

### **Review Criteria**

Consistent with the objectives and deliverables outlined above, applicants should include in their proposals:

- A description of how they will maintain NIJ's expectations for the conditions necessary for the execution of a successful randomized control trial study, outlined further in Appendix A.
- A summary of how they will coordinate with NIJ-funded evaluator(s), including providing the necessary qualitative and quantitative data, to help ensure successful evaluation projects.

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

**1. Description of the Issue (10 percent)**

- Describe the proposed reentry program or intervention and its history as a BJA SCA-funded project, including the SCA grant number(s) associated with the program.

**2. Project Design and Implementation (65 percent)**

- Describe in detail how the proposed program addresses the Objectives and Deliverables specified on pages 4-5.
- Describe how the applicant organization meets the expectations outlined by NIJ in Appendix A. This includes information and/or assurances to provide information that:
  - Describes your organization's target population requirements.
    - Describes the reentry program or intervention's target population, including:
      - Demographic information
      - Information on the risk and supervision levels of each participant
      - Median sentence length (or time in custody or supervision)
    - Describes the number of offenders the program has served (who meet the stated target population characteristics) over the past 24 months. (Sites must have served at least 200 participants in this timeframe.)
      - Documents the average intake on a weekly and/or monthly basis (note any seasonal differences).
    - Documents the applicant organization's ability to enroll and randomly assign at least 300 participants (150 treatment, 150 control) during the project timeframe.
  - Describes the reentry program you propose for evaluation, including:
    - A logic model with core program activities (i.e., describes what your program is and what unique element will be evaluated)
      - Articulates the theory of change behind the core activities.

2. Details about the timing and sequencing of program activities, including intake and programs or services, with a brief overview of the intake process, identifying which are provided in-house versus via referral and which pre- and post-release services will be provided for program participants
  3. Documentation of the validated risk assessment tool in use, including frequency of assessment
  4. Justification of program(s)' dosage levels, including a description of the content of the service (e.g., evidence-based practice, program fidelity) for each type of service, how often the service is provided, and the duration of the program or service (e.g., hours of programming and other activities)
  5. Staffing information
    - a. Number of staff involved in the project
    - b. Information on any existing research partnerships and history of evaluation (e.g., have had prior evaluations done)
- c. Describe data availability and access:
- i. Provide assurance and evidence of the existence and accessibility of at least 36 months of electronic records of activities provided to program participants, including at least 24 months of post-program follow-up data.
  - ii. Data to be collected should include, but are not limited to:
    1. Attendance
    2. Dosage
    3. Attrition rates
    4. Technical violations (particularly failed drug tests, failure to appear, missed appointments, etc.)
    5. Arrests for a new crime
    6. Convictions (i.e., new incarcerations)
    7. Probation/parole revocations
    8. Number of and length of stay(s) in in-patient treatment facilities
    9. Sentence disposition for instant offense and status (i.e., end of supervision)
    10. Incarceration days for any violation (if applicable)
    11. Offender risk level
  - iii. Provide evidence of the ability to capture criminal history data, including details about the criminal justice data points the site is able to capture and not capture.
  - iv. Provide assurance that MOUs are in existence for other agencies that have other relevant participant data to confirm the data can be provided for the evaluation.

- v. Provide assurance that the staff responsible for implementing SCA programming, program participants, community and other stakeholders, and other relevant parties will be available for interviews and focus groups, as needed.
- d. Describe the availability of relevant cost information, including, but not limited to:
  - i. Average staff salary information (includes staff onsite and external to the program)
  - ii. Cost of third-party treatment provision
  - iii. Training costs
  - iv. Staff time involved in programmatic activities and related supervision
  - v. Project budgets (original and modified) provided to BJA
  - vi. Information about how resources relate to criminal justice outcomes (i.e., rearrests)

**3. Capabilities and Competencies (15 percent)**

- a. Describe how the proposed structure and staffing will facilitate the required deliverables.

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

- a. Describe the manner in which the data required for this solicitation's performance measures will be collected, including the system(s) used and the person(s) responsible.
- b. Describe whether and how other relevant performance metrics will be documented, monitored, and evaluated.

**5. Budget (5 percent)**

- a. Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for program activities).
- b. Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the program.<sup>3</sup>

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<sup>3</sup> 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.



## **Review Process**

BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. 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 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, 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: Site Expectations for Evaluation Readiness**

The following are NIJ's expectations for a SCA-funded site to participate in the SCA evaluation. BJA and NIJ also expect that sites will provide access to the evaluator(s) and provide the requisite data sources for evaluation tasks.

### **Randomization and Target Population:**

- Documentation of current population
  - Demographic information
  - Median sentence length (or time in custody/supervision)
- Documentation of staffing information
- Documentation of average intake on a weekly and/or monthly basis
  - Note any seasonal differences
  - Include information on risk and supervision levels
- Brief overview of the intake process
- Discussion of the validated risk assessment tool in use, including frequency of assessment

### **Process and Implementation Fidelity:**

- Documentation of the logic model with core program activities, including:
  - Articulation of the theory of change behind the core activities
  - Details about the timing and sequencing of programs or services (i.e., when are SCA programs or services offered—consecutively, simultaneously?)<sup>4</sup>
    - Collection of program-specific measures (i.e., number of participants per program)
  - Justification of program(s)' dosage levels
- Provision of programming
  - Description of programs offered to SCA participants as compared to treatment as usual
    - Services received in addition to SCA programming
  - Site determination of evidence-based programs; how the site determines if a program(s) is/are evidence based
  - Information regarding the level of coordination and access between the reentry program and local criminal justice agencies
    - How and with whom do sites coordinate access to relevant participant data?

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<sup>4</sup> If SCA programs or services are provided consecutively, NIJ's evaluation team may be able to isolate and measure the additive effects of the programs and/or services provided.

- Electronic records of activities provided to program participants
  - If there are programmatic requirements, sites will need to capture in electronic form the attendance, dosage, and attrition rates of program participants.
  - Information on program attendance and completion

**Data Access:**

- The staff responsible for implementing SCA programming, program participants, community and other stakeholders, and other relevant parties should be available for interviews and focus groups, as needed.
- Make available at least 36 months of electronic data on offenders that capture:
  - Technical violations (particularly failed drug tests, failure to appear, missed appointments, etc.)
  - Arrests for a new crime
  - Convictions (i.e., new incarcerations)
  - Probation/parole revocations
  - Number of and length of stay(s) in in-patient treatment facilities
  - Sentence disposition for instant offense and status (i.e., end of supervision)
  - Incarceration days for any violation (if applicable)
  - Offender risk level (as close to randomization point as possible if re-assessed)
- Evaluator(s) should be able to calculate from the data offender at-risk time (time on the street, i.e., not incarcerated or in-facility treatment)
- Evidence of the ability to capture criminal history data
  - Details on criminal justice data points the site is able to capture and not capture

**Cost Implications:**

- Average staff salary information (includes staff onsite and external to the program)
- Cost of third-party treatment provision
- Training costs
- Staff time involved in programmatic activities and related supervision
- Project budgets (original and modified) provided to BJA
- Information about how resources relate to criminal justice outcomes (i.e., rearrests)

## Appendix B: Performance Measures Table

Goal	Catalog ID	Provide research, data collection, and evaluation support to a SCA-funded reentry program.
Objective 1.1		Ensure coordination with various stakeholders who can provide individual level data on program participants/former program participants.
Performance Measures	49	<ul style="list-style-type: none"> <li>• Percentage of grantees providing data collection coordination with various stakeholders</li> </ul>
Questionnaire Questions [data grantee provides]		<ul style="list-style-type: none"> <li>• Since the beginning of this grant, please list each data source you are able to provide for the evaluation team at the individual level. Examples include: <ul style="list-style-type: none"> <li>○ Technical violations (particularly failed drug tests, failure to appear, missed appointments, etc.)</li> <li>○ Arrests for a new crime (post-program for up to 12–24 months follow-up)</li> <li>○ Convictions (i.e., new incarcerations)</li> <li>○ Probation/parole revocations</li> <li>○ Number of and length of stay(s) in in-patient treatment facilities</li> <li>○ Sentence disposition for instant offense and status (i.e., end of supervision)</li> <li>○ Incarceration days for any violation (if applicable)</li> <li>○ Offender risk level (as close to randomization point as possible if re-assessed)</li> <li>○ Criminal history records (pre- and post-program for up to 12–24 months follow-up)</li> </ul> </li> <li>• Are there any data sources that the program is still working with stakeholders to gain access? If yes, please list those data sources. Examples include the items listed above. <ul style="list-style-type: none"> <li>○ to 12–24 months follow-up)</li> </ul> </li> </ul>
Objective 1.2		Provide the program team with regular documentation and updates on the evaluation project.
Performance Measures	54	<ul style="list-style-type: none"> <li>• Number of documents delivered to the Evaluation partner for review</li> </ul>

Questionnaire Questions [data grantee provides]		<ul style="list-style-type: none"><li>• During the reporting period, did you provide any documentation to the Evaluation partner? Examples include the following:<ul style="list-style-type: none"><li>○ Research plan</li><li>○ Project timeline</li><li>○ Logic model</li><li>○ Regular summary reports (e.g., monthly, quarterly, semi-annual)</li><li>○ Summary of structured/semi-structured interviews</li><li>○ Interim report (e.g., draft report)</li><li>○ Final report</li></ul></li></ul>
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## **Appendix C: Application Checklist**

### **Second Chance Act Evaluation Participation Support**

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](#))
- 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](http://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 \$800,000.

Eligibility Requirement: The following entities are eligible to apply:

- units or components of state, county, or local government
- federally recognized Indian tribal governments (as determined by the Secretary of the Interior)
- nonprofit organizations (including tribal nonprofit and for-profit organizations)

#### 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 Narrative (see page 7)
- Budget Detail Worksheet including Budget Narrative (see [OJP Grant Application Resource Guide](#))
- Letters of Support/MOUs from data partners (see page 10)
- Information Required in Appendix A (see page 16)

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Project Abstract (see page 7)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Tribal Authorizing Resolution (if applicable) (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 Grantees (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](#))