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U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applications for the Second Chance Act Strengthening Relationships Between Young Fathers and Their Children Reentry Mentoring Project. This program furthers the Department's mission by supporting efforts to reduce recidivism and improve outcomes for young fathers returning to their families and communities.

OJJDP FY 2015 Second Chance Act Strengthening Relationships Between Young Fathers and Their Children: A Reentry Mentoring Project

Eligibility

Eligible applicants are limited to nonprofit organizations (including faith-based, tribal, and community nonprofit organizations) and federally recognized Indian tribes.

Applicants must submit letters of support or memoranda of understanding with juvenile justice or adult correctional agencies that oversee the reentry process for young fathers (younger than 25 years old). Applicants may choose to partner with other community-based agencies to provide some reentry services, including the mentoring component. However, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. OJJDP will consider only one application per lead applicant; however, subrecipients may be part of multiple proposals.

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

For additional eligibility information, see Section C. Eligibility Information.

Deadline

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to **submit applications 72 hours** prior to the application due date. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on March 2, 2015.

All applicants are encouraged to read this **Important Notice: Applying for Grants in Grants.gov.**

For additional information, see How To Apply in section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the How To Apply section.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420, by e-mail at responsecenter@ncjrs.gov, or by Web Chat at https://webcontact.ncjrs.gov/ncjchat/chat.jsp.

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OJJDP FY 2015 Second Chance Act Strengthening Relationships Between Young Fathers and Their Children: A Reentry Mentoring Project (CFDA #16.831)

A. Program Description

Overview

The fiscal year 2015 Second Chance Act Strengthening Relationships Between Young Fathers and Their Children: A Reentry Mentoring Project helps ensure that the transition young fathers make from secure confinement facilities and out-of-home placement back to their families and their communities is successful and promotes public safety. This solicitation will fund mentoring and comprehensive transitional services that emphasize development of parenting skills in offenders who are young fathers.

This program is authorized pursuant to Section 211 of the Second Chance Act, Pub. L. No. 110-199.

Program Specific Information

The growth in parental incarceration over the past two decades has significant implications for children and families. An estimated 1.7 million youth younger than 18 years old in the United States have at least one parent in prison, and millions more have a parent currently in jail[1]. An estimated 30 percent of incarcerated teen males are fathers.[2] Incarcerated parents and their children are a heterogeneous group, and associations between parental incarceration and developmental outcomes are complicated. However, research has shown that having an incarcerated parent can present individual and environmental risks for the child and increase the likelihood of negative outcomes.[3]

The problem of father-absent homes has become more acute in American society and collaborative efforts involving families, faith-based and community organizations, and private and public agencies are needed to address the dynamic environment that young incarcerated fathers leave behind. Incarcerated young fathers have needs that, if not addressed while in custody, during the reentry process, and after release, will negatively impact their ability to live productive, prosocial, crime-free lives in the community. A

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1 Maruschak, L.M., Glaze, L.E., and Mumola, C.J. 2010. Incarcerated parents and their children: Findings from the Bureau of Justice Statistics. In J.M. Eddy and J. Poehlmann (Eds.), *Children of incarcerated parents: A handbook for researchers and practitioners* (pp. 33–54). Washington, DC: Urban Institute Press.

2 Nurse, A. 2002. Fatherhood Arrested: Parenting from within the Juvenile Justice System. Nashville, TN: Vanderbilt University Press.

3 Jarjoura, R., DuBois, D., Shlafer, R., and Haight, K. 2014. *Mentoring Children of Incarcerated Parents: A Synthesis of Research and Input from the Listening Session Held by the Office of Juvenile Justice and Delinquency Prevention and the White House Domestic Policy Council and Office of Public Engagement.* Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

mentoring program specifically for young fathers will help ensure they successfully transition from secure confinement to their communities.

Section 211 of the Second Chance Act (P.L. 110-199) authorizes grants to nonprofit organizations (including faith-based, tribal, and community organizations) to provide mentoring and other transitional services, family programming, and employment assistance to help juvenile ex-offenders transition successfully from out-of-home placement and incarceration to the community. This program supports the implementation and delivery of transitional/reentry services that include one-to-one, group, and peer mentoring services to offenders who are young fathers. Transitional services include a broad range of activities, including providing case management, targeting offender needs that affect recidivism, supporting comprehensive services to promote responsible fatherhood and family engagement, and implementing strategies that enhance the life skills and future of young fathers and their families. To aid in the reentry planning and service coordination, OJJDP will require a formal partnership with the out-of-home placement and juvenile correctional agency/facility in which youth are returning from and the agency supervising youth in the community, which may or may not be the same agency. For the purpose of this solicitation, mentoring is a structured relationship between an adult or trained peer and one or more young fathers. Applicants should demonstrate a strong partnership between the mentoring organization and the department/entity for the state/local/tribal secure confinement facility or facilities holding the identified target population.

OJP encourages applicants to consider a partnership with a local research organization that can assist with data collection, performance measurement, and local evaluations. One resource that applicants may use is the e-Consortium for University Centers and Researchers for Partnership with Justice Practitioners. The e-Consortium provides resources to local, state, federal, and other groups who seek to connect to nearby (or other) university researchers and centers on partnerships and projects that are mutually beneficial to the criminal justice community. Find the e-Consortium online here. OJJDP will expect successful applicants to coordinate with the Office and its partners regarding common performance measure definitions and collection.

Purpose

This initiative will support the successful and safe transition of young fathers from secure confinement back to their families and communities. To this end, OJP will provide grants to support mentoring and transitional services to offenders who are young fathers reintegrating into their communities. Mentoring and transition services should start during secure confinement and continue through the transition back to the community and post-release.

Goals and Objectives

The goals of this solicitation are to reduce recidivism among young fathers; improve outcomes for young fathers, their children, and family members; and promote responsible fatherhood. The objectives of this project are to provide young fathers with mentoring and transitional services in both confinement and in the community—based on and matched to their assessed risks and parenting needs—that support their successful reentry. Programs should target services to increase positive parenting behaviors, which include but are not limited to homework assistance, words of encouragement/support, limit setting, affection/ hugging/praise, family/child activities, and other behaviors that the applicant identifies.

Transitional services should include a broad range of activities, such as providing case management, that target offender needs affecting recidivism and support comprehensive services and implementation of strategies to promote responsible fatherhood. These activities may be accomplished through a variety of approaches, such as program enhancement, improved data collection, and new training. As part of the transitional services, applicants should focus on strengthening and/or expanding mentoring services to improve parenting and develop life skills for young fathers. OJJDP expects successful applicants to integrate evidence-based or culturally specific mentoring principles into the mentoring services. A list of some evidence-based mentoring practices are in Appendix B on page 36.

Collaboration with Other Federal Agencies. OJJDP and the Bureau of Justice Assistance (BJA) are collaborating closely on the Second Chance Act implementation to support both juvenile and adult reentry efforts. Similarly, BJA and OJJDP are working with the National Institute of Justice to support the research and evaluation activities called for in the Act. For more information on the implementation of the Second Chance Act initiatives and frequently asked questions, visit the National Reentry Resource Center (NRRC) Web site. OJJDP will expect successful applicants to work with NRRC for limited training and technical assistance and coordination of performance measures.

Note: For those interested in submitting applications to adult offender demonstration reentry projects, visit the BJA Web site.

Target Population. The target population for this initiative is medium-to-high risk offenders. Targeted young fathers must be confined (held in secure confinement facilities, such as a juvenile detention center, juvenile correctional facility, staff-secure facility, jail, or prison of a local or state juvenile or adult correctional agency) and admitted to the program prior to their 25th birthday. However, award recipients may continue to implement a reentry plan for these individuals beyond their 25th birthday. OJJDP does not have a set timeline for terminating these services; they can continue as long as is deemed therapeutically necessary. For nonprofit organizations serving tribal members, individuals may be housed in a tribal, regional, county, or local detention or corrections center pursuant to state or tribal law.

Jurisdictions may choose to target specifically young fathers who are:

- assessed as high risk.
- returning to a specific community, neighborhood, or zip code.
- housed in the same facility.

Applicants must provide their reason for selecting this target population and supporting documentation to justify their decision.

Deliverables and Allowable Use of Funds

Successful applicants will develop a collaborative approach to providing mentoring and transition services to young fathers. OJJDP expects grantees to use their award to implement activities in alignment with the offender's reentry strategic plan and that advance the adoption, integration, and effective implementation of the principles and practices

identified for reentry programs in Appendix A and mentoring programs in Appendix B of this solicitation.

Applicants should address deliverables for a planning phase and implementation phase of the project and include the following:

Planning Phase. Successful applicants will submit a draft and final plan that addresses the implementation phase items identified below. OJJDP and its designated partners will review and comment on the draft and approve the final implementation plan. During the planning phase, the successful applicants will also work with OJJDP and its designated partners to submit baseline performance measures prior to the implementation of the program.

Implementation Phase. During the implementation phase, award recipients should implement the strategies outlined in their implementation plan. This should include:

- **providing mentoring programs for young fathers**. A key component of the reentry services for young fathers should include mentoring. In many cases the role of a mentor who works with a high-risk mentee requires a major commitment of time on the part of the mentor. While many volunteer mentors make the time to go above and beyond investing in the lives and addressing the needs of their mentees, they often do not have the time to complete intensive training to be optimally effective in their role. Applicants may consider expanding the traditional role of a mentor to a combination of a "Friend/Case Manager/Coach/Advocate." In cases where the role of mentors is expanded, grantees may use funds to compensate these individuals either as part or full-time staff of the project. Mentoring services should support the structured relationship between an adult or trained peer and one or more young fathers. While mentoring will not look the same across all programs, there are some underlying principles of quality mentoring that provide the foundation around which effective mentoring systems are built. These principles are highlighted in Appendix B.

- **providing targeted transitional and reentry services to support young fathers and responsible fatherhood that include the following four key strategies.** Applicants should outline how will they include each of the strategies and integrate the research-informed practices identified in Appendix A within these strategies:

    - **provide a comprehensive range of services for young fathers.** OJJDP urges applicants to make available a comprehensive range of programs and a process for addressing the needs of young fathers, based on their risk/needs assessment. Besides mentoring activities, grantees may use funding to provide job training, placement activities, and referrals; basic skills remediation; educational services; occupational skills training; on-the-job training; and work experience. OJJDP expects the applicant to coordinate with other programs and entities to provide substance abuse treatment services, mental health services, or housing services to the eligible young fathers.

    - **address needs that affect recidivism.** While young fathers reentering the community have a variety of treatment and behavioral needs, applicants should focus especially on addressing the dynamic risk factors that are most closely associated with reoffending behavior. Examples include history of antisocial behavior, having delinquent peers, gang involvement, and problems with substance

abuse. OJJDP urges applicants to use the results of needs and risk assessments to identify the most urgent needs to address.

- **provide sustained case planning/management in the community.** Reentry programs for young fathers should ideally begin when the individual is first incarcerated and continue when he is released to the community. Since most young fathers are at the greatest risk of rearrest the first few months after release, services should be most intensive at the time of release to the community. OJJDP strongly urges applicants to use consistent pre- and post-release case management and supervision sustained over at least 6 months to respond especially to the young father's transition from incarceration to the community.

- **provide adequate staff training.** Reentry programs should provide adequate staff training on the appropriate use of cognitive-behavioral interventions and strategies as part of evidence-based programs and practices.

- **collecting robust performance measures of implementation and impact.** OJJDP will expect successful applicants to collect the performance measures identified on page 16. OJJDP will also expect successful applicants and their research partners to coordinate with the National Reentry Resource Center and other entities, as OJJDP identifies, to determine appropriate partners, measurement definitions, and protocols for performance measure collection. During the planning phase, OJJDP will expect successful applicants to submit baseline measures for the impact measures noted below.

Applicants should also address how they will implement a reliable and systematic process to collect performance measures, including whether they will partner with an individual or organization with research expertise. Applicants, when possible, should collect official records to supplement individual reports.

Priority Considerations

OJJDP will give priority consideration to all applicants who address the following. Applicants are not required to address all of the priority considerations.

- include a plan to implement activities that have been demonstrated effective in facilitating the successful reentry of offenders.

- provides for an independent evaluation of the project that includes, to the maximum extent feasible, random assignment of offenders to program delivery and control groups. For purposes of this solicitation, this may include the collection of robust performance measures as identified above.

Family Engagement

OJJDP envisions a transformed juvenile justice system that recognizes and builds upon the strengths, values, and diversity of families and communities to best serve the children and youth who come into contact with the system and to improve both safety and quality of life for all. This system will honor and support families before, during, and after their children have contact with the system.

- Applicants should describe how the proposed program will include a family engagement component. The proposed program should provide a continuum of engagement opportunities to increase and engage the family by fostering fatherhood and parenting, reconnecting families, and promoting family involvement and engagement activities. Applicants should utilize existing documents and examples of promising practices to develop these strategies.

Evidence-Based Programs or Practices

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

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP CrimeSolutions.gov Web site and OJJDP's Model Program Guide Web site are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Additional Resources

This demonstration project is consistent with and in furtherance of President Obama's policy initiative on Responsible Fatherhood. OJJDP, with guidance from the DOJ Center for Faith-based and Neighborhood Partnerships and the White House Office of Faith-based and Neighborhood Partnerships, collaboratively seek to promote responsible fatherhood, strengthen families, and support young fathers, their children, and families. Find more information on this initiative here. Find additional information about national fatherhood programs at the National Responsible Fatherhood Clearinghouse. OJJDP encourages applicants to review the White House report on Promoting Responsible Fatherhood.

OJJDP encourages applicants to review the recommendations from the Attorney General's National Task Force on Children Exposed to Violence and the Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence and the National Research Council's Reforming Juvenile Justice: A Developmental Approach and Implementing Juvenile Justice Reform and consider incorporating the recommendations into their applications, where applicable.

Performance Partnership Pilots. Applicants under this OJJDP program grantees may also be eligible to apply for participation in the Performance Partnership Pilots program (P3) authorized by the Consolidated Appropriations Act, 2014, Division H, Section 526. The performance partnership pilots program is a project that seeks to identify cost effective, outcome-focused strategies at the state, regional and local level that support improved outcomes for disconnected youth (individuals between the ages of 14 and 24, who are low income and either homeless, in foster care, involved in the juvenile justice system, unemployed, or not enrolled in, or at risk of dropping out of an educational institution). The P3 program is particularly designed for organizations that have multiple sources of federal, state or private funding. More information about the P3 program and the application process may be found at http://findyouthinfo.gov/youth-topics/reconnecting-youth/performance-partnership-pilots.

B. Federal Award Information

OJJDP estimates that it will make as many as 10-ten awards of as much as $420,000 for an estimated total of $4,200,000.

The initial award period will be 36 months with the possibility of no-cost extensions for completion of the project, if necessary. Grantees may take as long as 12 months to complete their project planning. During the planning phase, grantees will have access to $50,000 for activities related to addressing the mandatory requirements and planning phase deliverables.

Once they complete the planning phase and OJJDP has approved satisfactory progress toward or completion of all deliverables, grantees will gain access to the remaining award balance. Grantees may then proceed into the implementation phase and complete project activities.

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[4]

OJJDP expects to make any award from this solicitation in the form of a grant.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the federal Government” issued by the Comptroller General of the United

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

States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the non-federal entity's compliance with statute, regulations and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state and local laws regarding privacy and obligations of confidentiality.

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

Budget Information

Cost Sharing or Match Requirement. This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost Approvals. OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee’s approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs before submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP’s consideration as pre-agreement costs, the applicant should contact the point of contact listed on the Title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the Financial Guide, for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver. With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.[5] The 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A recipient may compensate an

[5] This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs. OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable). If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the OJP Funding Resource Center.

C. Eligibility Information

For additional eligibility information, see the Title page.

Cost Sharing or Match Requirement. For additional information on cost sharing and match requirement, see Section B. Federal Award Information.

Limit on Number of Application Submissions. If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted. For more information on system-validated versions, see How To Apply.

D. Application and Submission Information

What an Application Should Include

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

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OJJDP has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

Applicants should review the "Note on File Names and File Types" under How To Apply to be sure that they submit their applications in the permitted formats.

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

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

2. Project Abstract

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

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

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

The abstract should briefly describe the project's purpose, the population to be served, project partners, and the activities that the applicant will implement to achieve the

project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research as described in Note on Project Evaluations on page 19. All project abstracts should follow the detailed template.

Permission to Share Project Abstract with the Public. It is unlikely that OJJDP will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. This public posting would allow other possible funders to become aware of such proposals.

The abstract template asks applicants to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

The following sections should be included as part of the program narrative:

a. Statement of the Problem. Applicants should briefly describe the nature and scope of the problem that the program will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the

problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

b. Goals, Objectives, and Performance Measures. Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals. The applicant should also include the proposed number of father's that will be served during the project period.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: Enroll 40 young fathers in prerelease services, enroll 40 young fathers in post-release services.)

Applicants should identify objectives regarding increases in positive parenting behaviors. This includes, but is not limited to:

- homework assistance
- words of encouragement/support
- limit setting
- affection/hugging/praise
- family/child activities
- other behaviors that the applicant identifies.

Performance Measures. To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants who receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Further, section 211(d) of the Second Chance Act on "Strategic performance outcomes" requires that applicants "identify specific performance outcomes related to the long-term goal of stabilizing communities by reducing recidivism (using a measure that is consistent with the research undertaken by [BJS] under [42 USC 17551(b)(6)] and reintegrating offenders into the community." OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the

Data Reporting Tool (DCTAT) located at www.ojjdp-dctat.org/. Performance measures for this solicitation are as follows:

Objective	Performance Measure	Description
Provide mentoring programs for young fathers.	Number of youth enrolled in the program.	Number of program youth matched with a mentor during the reporting period. Total number of youth enrolled in the program during the reporting period. Percentage of program youth matched with a mentor during the reporting period (A/B).
	Number of youth completing program requirements.	Number of program youth who exited the program having completed program requirements during the reporting period. Total number of program youth exited the program during the reporting period (either successfully or unsuccessfully). Percentage (A/B).
	Percentage of youth in matches meeting mentoring program requirements.	Enter the intended minimum length of the match in months. Number of youth whose match met the intended minimum match length during the reporting period. Number of youth whose match exceeded the intended minimum match length during the reporting period. Number of youth who had matches that closed early during the reporting period. Enter the intended minimum hours per month that mentors and mentees were expected to meet (match meetings). Number of youth whose mentor/mentee match meetings met for the minimum number of hours during the reporting period.

		Number of youth whose mentor/mentee match meetings exceeded the minimum number of hours during the reporting period. Number of youth whose mentor/mentee match meetings did not meet the minimum number of hours during the reporting period.
Provide targeted transitional and reentry services to support young fathers and responsible fatherhood.	Percentage of youth served with whom an evidence-based best practice model was used.	Number of youth served using an evidence-based best practice model or program during the reporting period. The number of youth served during the reporting period (Auto fill from 1A). Percentage (A/B).
	Number of comprehensive service assessments met.	Number of youth assessed as needing substance use counseling/ services during the reporting period. Number of youth enrolled in substance use counseling/services during the reporting period. Number of youth assessed as needing mental health services during the reporting period. Number of youth enrolled in mental health services during the reporting period. Number of youth assessed as needing housing services during the reporting period. Number of youth who successfully found housing during the reporting period. Other.
	Number of released youth served by reentry program.	Number of youth **enrolled** in the reentry program during the reporting period.
	Percentage of program youth who were adjudicated during the reporting period (short term/long term).	Number of program youth who exited the program 6–12 months ago and were recommitted to a juvenile residential facility as a result of a new adjudication during the reporting period.

		Number of youth who exited the program 6–12 months ago and were sentenced to adult prison as a result of a new adjudication during the reporting period. Number of youth who exited the program 6–12 months ago and were given some other sentence as a result of a new adjudication during the reporting period. Number of program youth who exited the program 6–12 months ago and were tracked for new adjudications during this reporting period. Percentage ((A+B+C)/D).
	Percentage of program youth who had technical violations during the reporting period (short term).	Number of program youth who were committed to a juvenile residential facility as a result of a technical violation during the reporting period. Number of youth who were sentenced to adult prison as a result of a technical violation during the reporting period. Number of youth who received some other sentence as a result of a technical violation during the reporting period. Number of program youth tracked for technical violations during this reporting period. Percentage ((A+B+C)/D).
	Percentage of program youth who earned their GED, completed high school, or finished occupational skill training.	Number of program youth served during the reporting period who completed their GED, high school diploma, or occupational skills training. Total number of youth receiving services for target behavior during the reporting period. Percentage (A/B).
	Percentage of program youth who found employment.	Number of program youth who completed employment training or became employed during the reporting period.

		Total number of youth receiving services for target behavior during the reporting period. Percentage (A/B).
	Percentage of program youth who exhibited a change in targeted behaviors.	Number of program youth who exhibited a change in positive parenting behaviors. This includes changes in: • homework assistance • words of encouragement/ support • limit setting • affection/hugging/praise • family/child activities • other. Total number of program youth. Percent (A/B).
	Frequency with which program youth exhibited the targeted behavioral change.	The number of times in which program youth engaged positive parenting behaviors during the reporting period. This includes: • homework assistance • words of encouragement/ support • limit setting • affection/hugging/praise • family/child activities • other.

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

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

Note on Project Evaluations. Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects' protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP Funding Resource Center Web page. Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that Web page.

c. **Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Deliverables and Allowable Use of Funds section on page 6. OJJDP encourages applicants to select evidence-based or culturally specific practices for their programs. OJJDP encourages applicants to develop safety protocols for activities that could be found to jeopardize victims or offenders' safety and/or deter or prevent physical or emotional healing for victims or offenders. Examples of safety protocols include developing a policy to conduct background checks for potential staff and volunteers, and developing policies and procedures to monitor staff and volunteers interaction with program participants.

   This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

   Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. See sample logic models here. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 23.

   Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" here.).

   Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 23. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

d. **Capabilities and Competencies**. This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/ capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the

roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 1, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it.
- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- estimate of the percentage of time that the partner will devote to the planning and operation of the project.

e. Sustainability Plan

Since this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants need to describe how they would sustain project activities if federal funding through OJJDP were no longer available.

This section will be rated on the feasibility of the plan and the demonstration of commitment to continue the project if funds are no longer available.

Note: Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.

4. Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

All applicants are required to allocate funds in the amount of $7,500 to support travel costs associated with technical assistance and capacity-building activities sponsored by OJJDP-designated technical assistance providers or approved by OJJDP.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide.

a. Budget Detail Worksheet. Find a sample Budget Detail Worksheet here. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

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

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

   The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. **Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold.** If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the Financial Guide.

d. **Pre-Agreement Cost Approvals.** For information on pre-agreement costs, see Section B. Federal Award Information.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the Financial Guide. For assistance with identifying your cognizant agency, contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal here.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands.

In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJJDP will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. Applicant Disclosure of High Risk Status

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

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

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

8. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/ memoranda of understanding when assessing "capabilities/competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

a. Applicant Disclosure of Pending Applications. Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items

outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

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

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

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

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

SAMPLE

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

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

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-

recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OJJDP grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

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

ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants MUST also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the

applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

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

c. logic model (see Logic Model, page 20)

d. timeline or milestone chart (see Timeline, page 20)

e. résumés of all key personnel

f. job descriptions outlining roles and responsibilities for all key positions

g. letters of support or memoranda of understanding with juvenile justice or adult correctional agencies that oversee the reentry process for young fathers (younger than 25 years old*)* (see Letters of Support/Memoranda of Understanding, page 21)

h. evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with 2 CFR 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this form.

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How To Apply

Applicants must register in and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application here. Applicants that experience

technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800**-**518**-**4726** or **606–545–5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

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

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

Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

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

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence

recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and validating address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

   Applicants cannot successfully submit their applications until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

   Access information about SAM registration procedures here.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. Applicant organizations must use their DUNS number to complete this step. For more information about the registration process, go here.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.831, titled "Children of Incarcerated Parents Demonstration Grants," and the funding opportunity number is OJJDP-2015-4053.

6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications. If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted. See Note on File Names and File Types under How To Apply.

Experiencing Unforeseen Grants.gov Technical Issues

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

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time
- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site
- failure to follow each instruction in the OJP solicitation
- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page.

E. Application Review Information

Selection Criteria

The following six selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Statement of the Problem, is worth 20 percent of the entire score in the application review process.

1. Statement of the Problem (20 percent)
2. Goals, Objectives, and Performance Measures (5 percent)
3. Project Design and Implementation (40 percent)
4. Capabilities and Competencies (25 percent)

5. Sustainability Plan: Explain how the applicant will sustain the program after the project end date. (5 percent)
6. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[6] (5 percent)

See What an Application Should Include, page 13, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as "critical elements"
- Applicants will be checked against the General Services Administration's Excluded Parties List

For a list of critical elements, see "What an Application Should Include" under Section D. Application and Submission Information.

OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior OJJDP and OJP awards, and available funding.

[6] 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.

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

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OJJDP and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

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

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

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

- Standard Assurances

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements[7] with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements that may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

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

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR. Future awards and fund drawdowns may be withheld if reports are delinquent.

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

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

H. Other Information

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

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

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

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

Appendix A: Adapted for Second Chance Act Grantees: What You Need to Know To Ensure Your Program Is Built on Principles of Effective Practice

The following has been adapted from research-based principles recommended for juveniles.

1. **Target Higher Risk Offenders.** Prioritize supervision and services for juvenile/young adult offenders who are at higher risk to reoffend. Consistent findings from research show that supervision and services focused on lower risk offenders produce little if any positive effect on recidivism and can even increase recidivism. Maximum benefit is gained only when resources are directed to higher risk offenders.

2. **Address Offenders' Greatest Criminogenic Needs**. Youth and young adults' criminogenic needs—dynamic risk factors that are the primary drivers behind offending behaviors, such as antisocial tendencies, negative peer groups, dysfunctional families, and substance use, have proven to exert the most significant impact on recidivism. Supervision and services that address individual youth's/young adult's specific criminogenic needs and are tailored to the youth's/young adult's strengths and address their barriers to learning and motivation to change are likely to produce the largest recidivism reductions.

3. **Objectively Assess Risks and Needs**. The use of validated assessment instruments has proven the most reliable, objective way to identify risk of recidivism, criminogenic needs, and responsivity to treatment. The results from risk and needs assessments, in conjunction with mental health and substance abuse screening and assessments, should be the primary contributing factor in determining how to match offenders to the supervision levels and specific services most likely to reduce recidivism.

4. **Employ Effective Services.** Cognitive behavioral interventions that help youth/young adults change the thinking patterns that contribute to delinquency and to develop the skills to make more prosocial decisions have proven to substantially improve youth outcomes. Effective service approaches for youth/young adults also seek to strengthen parenting skills and youth-family interactions and to connect youth to other positive adults, peers, and activities in their schools and communities.

5. **Coordinate Services Across Systems.** The majority of youth and young adults in the juvenile and criminal justice systems have significant mental health, substance use, education, and/or child welfare needs and are already involved in one or more of these service systems. Reentry initiatives can work in partnership with these other systems to assess and comprehensively address criminogenic needs and improve service access, quality, and efficiency.

6. **Engage Families and Youth/Young Fathers.** Families are critical to youth's success. Justice systems should engage youth's families and other positive adults in case planning, supervision, and services while youth are in confinement and throughout the reentry process. In addition, youth are more likely to comply with supervision and services if they have opportunities for expression and meaningful participation in shaping case plans, decisions, and services.

7. **Supervise Youth/Young Fathers in a Developmentally Appropriate Manner.** Supervision officers who motivate and support youth to change through cognitive behavioral

and motivational approaches can play a key role in addressing their criminogenic needs. Supervision and accountability practices should also emphasize incentives and restitution, employ graduated responses to noncompliance, and ensure swift, certain, and proportional consequences, when needed.

8. **Prioritize Implementation Quality and Evaluation.** Close fidelity to evidence-based programs and practices produces the largest effects on recidivism while poor fidelity can result in limited or even negative effects. A system of implementation standards, the ongoing assessment of program quality, including ensuring individuals receive the proper "dosage" of services; improvement processes, such as ongoing training and coaching; and data collection and outcome evaluation activities can facilitate high implementation quality and achieve expected results.

Appendix B: Evidence-Based Mentoring Practices

Under this solicitation, OJJDP supports the provision of mentoring services to adjudicated young fathers. Applicants should address how their mentoring program has the following practices in place that are likely to enhance the quality of the mentoring relationship:

- **screens mentors and matches with young fathers.** Screening and matching appropriate mentors with mentees has been associated with positive outcomes for youth. This involves both background screening and assessing youth/young father's and mentors to determine the most appropriate match.

- **structures the match to last over a substantial period of time.** Research has indicated that youth who participated in longer relationships improved in academic, psychosocial, and behavioral measures, while those youth in mentoring relationships that ended prematurely had fewer indications of positive effects and some negative effects.

- **provides mentor training.** Research demonstrates that initial and ongoing training for mentors is a moderator of program effectiveness. For the purposes of this solicitation, OJJDP defines training as opportunities for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth mentees.

- **provides clear mentor expectations and follow-up monitoring and support.** Providing program coordinators, match specialists, program liaisons, etc., who clearly communicate expectations and support and guide mentors has been associated with positive outcomes for youth.

- **designs the mentoring relationship for consistency.** Regular and ongoing contact is necessary to establish a mentor-mentee relationship. Regular meetings have also been linked to positive outcomes. While OJJDP does not provide specific guidelines on a minimum amount of time mentors must meet with mentees, this program supports those mentoring programs that provide services on an ongoing and consistent basis.

Enhanced mentoring services to implement additional research- and evidence-based practice(s).

While research has indicated that the following practices have been associated with program effectiveness, they are less commonly implemented and may require more innovative designs in practice. In addition to providing mentoring services to at-risk, high-risk or underserved youth, applicants should identify one or more of the following strategies they will use to enhance the mentoring services they provide.

- **match mentors and mentees based on interests and skills.** Under this enhancement, applicants will assess and redesign their matching process to improve the matching based on youth's needs and interests and a mentor's experiences, skills, and interests (as opposed to being based on demographic features). Research has shown that taking into account a youth's interests when matching him/her with a mentor was associated with the overall success of the mentoring program.

- **provide ongoing training.** Research indicates that ongoing training (beyond providing a single, initial orientation or training) and support for mentors is a moderator of program

effectiveness. Under this enhancement, applicants will improve training and support for the mentor to enhance skills, knowledge, and abilities in serving as a mentor to and in building relationships with youth. It may also include training staff to be more effective trainers of mentors.

- **provide additional mentor support.** Providing structured support to mentors has been identified as a key program characteristic associated with improved effectiveness and longer lasting mentoring matches. Under this enhancement, applicants will outline how they will improve the ongoing support that program coordinators, match specialists, etc., offer mentors. This includes, but is not limited to, increasing the frequency of and improving the program communication with mentors or providing additional support regarding activities, issues, questions, or plans.

- **incorporate advocacy/teaching roles for mentors.** Research has shown that advocacy/teaching roles for mentors have been associated with program effectiveness**.** Under this enhancement, advocacy or teaching roles or functions are defined as those in which the mentor offers active guidance to the youth and seeks to facilitate the youth's relationships with peers and/or other supportive adults and to support engagement with appropriate activities and resources. This should not be confused with an overly directive or authoritarian approach, which has evidence of potential harmful outcomes in youth mentoring. It is also not a therapeutic, counseling, informational/instructional, or explicit skill-building approach (i.e., such as job skills).

- **engage parents.** Research indicates that mechanisms that support and involve parents in mentoring programs increase the chances for positive outcomes. Under this enhancement, family and parental involvement includes, but is not limited to, creating specific activities in which mentors, youth participants, and parents participate together, including informal recreational activities that the mentoring organization hosts, or additional outreach to parents. Parents include both official and unofficial caretakers.

- **use a youth-centered developmental approach.** Under this enhancement, programs will incorporate a youth-centered approach that allows the mentor and mentee to establish and achieve a mutually agreed upon set of goals. Research demonstrates that this approach, focused on providing structured support to the developmental needs of the youth, can increase the effectiveness of the mentoring program.

- **assess and serve mentee risk.** Research has identified that the risk profile of the target population appears to be associated with variations in the effectiveness of mentoring programs. Under this enhancement, programs will institute an assessment that considers both individual and environmental risk and adjust the mentoring services accordingly.

- **improve closure.** There are indications that while longer mentor-mentee match duration positively influences the effectiveness of mentoring programs, the key feature may actually be that the mentoring match lasted the full expected duration, regardless of the time period. Under this enhancement, programs will review and revise procedures for and guidance to mentors and mentees in setting expectations, preventing premature endings, and working to effectively close a match at its end.

- **provide structured activities.** Structured activities are the result of planning, curriculum development, and program design that the mentor and mentees can engage in together.

Research has indicated that providing this type of structured support to mentors and mentees is associated with improved outcomes. Under this enhancement, examples of structured activities can include, but are not limited to, community involvement/engagement projects, job skills, and career-path related activities, recreational and educational games, and cultural-specific programs.

- **establish external partnerships.** Research has indicated that collaboration with other organizations involved in providing services or resources to support mentees and their families has been associated with better outcomes for the youth. Under this enhancement, applicants will identify and enter into additional partnerships to best serve the needs of the mentored youth and families.

- **structure the mentoring relationship to support bonding or emotional connection between the mentee and mentor.** Research has demonstrated that having a strong emotional connection or bond between the mentee and mentor has been associated with stronger relationships and better outcomes. This bond can be supported via various ways, such as providing activities or resources for mentors and mentees that can help facilitate conversations.

- **encourage the mentor to think of him/herself as a role model**. Research has highlighted that mentors who demonstrate healthy behaviors (such as those around eating, exercising, relationships, and academics) have been associated with better outcomes for youth. Under this enhancement, the mentor will receive clear expectations and guidance around serving as a role model.

Appendix C: Application Checklist

OJJDP FY 2015 Second Chance Act Strengthening Relationships Between Young Fathers and Their Children: A Reentry Mentoring Project

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____Acquire a DUNS Number (see page 27)
_____Acquire or renew registration with SAM (see page 28)
To Register with Grants.gov:
_____Acquire AOR and Grants.gov username/password (see page 28)
_____Acquire AOR confirmation from the E-Biz POC (see page 28)
To Find Funding Opportunity:
_____Search for the Funding Opportunity on Grants.gov (see page 28)
_____Download Funding Opportunity and Application Package
_____Sign up for Grants.gov email notifications (optional) (see page 27)
_____Read Important Notice: Applying for Grants in Grants.gov
After application submission, *receive Grants.gov email notifications that:*
_____(1) application has been received,
_____(2) application has either been successfully validated or rejected (see page 28)
If no Grants.gov receipt, and validation or error notifications are received:
_____contact OJJDP regarding experiencing technical difficulties (see page 29)

General Requirements:

_____Review the Solicitation Requirements in the OJP Funding Resource Center.

Scope Requirement:

_____The federal amount requested is within the allowable limit(s) of $420,000.

Eligibility Requirement:

_____Nonprofit organization, including faith-based, tribal, and community nonprofit organizations.
_____Federally recognized Indian tribe.
_____Letter of support or memoranda of understanding with juvenile justice or adult correctional agencies that oversee the reentry process for young fathers (younger than 25 years old).

What an Application Should Include:

_____Application for Federal Assistance (SF-424) (see page 13)
_____Project Abstract (see page 13)
_____Program Narrative (see page 14)
_____Budget Detail Worksheet and Narrative (see page 21)

_____Employee Compensation Waiver request and justification (see page 11)
_____Read OJP policy and guidance on conference approval, planning, and reporting available here. (see page 12)
_____Disclosure of Lobbying Activities (SF-LLL) (see page 26)
_____Indirect Cost Rate Agreement (if applicable) (see page 22)
_____Tribal Authorizing Resolution (if applicable) (see page 22)
_____Applicant Disclosure of High Risk Status (see page 23)
_____Additional Attachments (see page 23)
_____Applicant Disclosure of Pending Applications
_____Research and Evaluation Independence and Integrity
_____logic model
_____timeline or milestone chart
_____résumés of all key personnel
_____job descriptions outlining roles and responsibilities for all key positions
_____letters of support/memoranda of understanding from partner organizations
_____evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
_____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 26)