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

The U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance is pleased to announce that it is seeking applications for funding to establish a reentry resource center under the Second Chance Act Prisoner Reentry Initiative. This program furthers the Department's commitment to providing services and programs to facilitate inmates' successful reintegration into society.

Second Chance Act National Adult and Juvenile Offender Reentry Resource Center FY 2009 Competitive Grant Announcement

Eligibility

Applicants are limited to any national non-profit organization that provides technical assistance and training to, and has special expertise and broad, national-level experience in, offender reentry programs, training, and research.
(See "Eligibility," page 2)

Deadline

Registration with Grants.gov is required prior to application submission.
All applications are due by 8:00 p.m. e.t. on April 20, 2009.
(See "Deadline: Applications," page 1)

Contact Information

For assistance with the requirements of this solicitation, contact Dr. Gary L. Dennis, Senior Policy Advisor, at 202-305-9059 or gary.dennis@usdoj.gov.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1–800–518–4726 or send an e-mail to support@grants.gov. The Grants.gov Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

Grants.gov announcement number: BJA-2009-2096
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CONTENTS

Second Chance Act National Adult and Juvenile Offender Reentry Resource Center
CFDA #16.202

Overview of the Second Chance Act

The [Second Chance Act of 2007](#) (Pub. L. 110-199) reflects a comprehensive response to the increasing number of people who are released from prison and jail and returning to communities. There are currently 2.3 million people serving time in our federal and state prisons, and millions of people cycling through local jails every year. Ninety-five percent of all prisoners incarcerated today will eventually be released and will return to communities. The Second Chance Act will help ensure the transition people make from prison or jail to the community is safe and successful. Section 101 of the Act, in addition to providing grants to state and local governments and federally recognized Indian tribes that may be used for demonstration reentry projects, also allows for the establishment of a National Adult and Juvenile Offender Reentry Resource Center.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and **it can take up to several weeks for first-time registrants to receive confirmations/user passwords.** The Office of Justice Programs (OJP) highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) obtain a Data Universal Numbering System (DUNS) number; (2) register your organization with the Central Contractor Registration (CCR) database; (3) register with Grants.gov's Credential Provider and obtain a username and password; (4) register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) the E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to www.grants.gov. **Note: Your CCR must be renewed once a year. Failure to renew the CCR may prohibit submission of a grant application through Grants.gov.**

Deadline: Applications
The due date for applying for funding under this announcement is 8:00 p.m. e.t. on April 20, 2009.

Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

<u>Important:</u> You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your

application. At that time, OJP staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the applicant, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding web page: www.ojp.gov/funding/solicitations.htm.

Eligibility

Applicants are limited to any national non-profit organization that provides technical assistance and training to, and has special expertise and broad, national-level experience in, offender reentry programs, training, and research.

The Second Chance Act National Adult and Juvenile Offender Reentry Resource Center—Specific Information

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

The grant recipient will establish a National Adult and Juvenile Offender Reentry Resource Center (Reentry Resource Center) on behalf of the Bureau of Justice Assistance (BJA) to provide education, training, and technical assistance for states, tribes, territories, local governments, service providers, non-profit organizations, and corrections institutions; collect data and best practices in offender reentry from demonstration grantees and others agencies and organizations; develop and disseminate evaluation tools, mechanisms, and measures to better assess and document coalition performance measures and outcomes; disseminate information to states and other relevant entities about best practices, policy standards, and research findings; develop and implement procedures to assist relevant authorities in determining when release is appropriate and in the use of data to inform the release decision; develop and implement procedures to identify efficiently and effectively those violators of probation, parole, or supervision following release from prison, jail, or a juvenile facility who should be returned to prisons, jails, or juvenile facilities and those who should receive other penalties based on defined, graduated sanctions; develop a national reentry research agenda; and establish a database to enhance the availability of information that will assist offenders with housing, employment, counseling, mentoring, medical and mental health services, etc.

Target Population
The Reentry Resource Center will provide services to states, tribes, territories, local governments, service providers, non-profit organizations, and adult and juvenile correctional institutions.

National Collaboration within the Office of Justice Programs (OJP)
As authorized by the Second Chance Act, the Reentry Resource Center includes a dual focus on adult and juvenile reentry, and BJA will collaborate closely with OJP's Office of Juvenile Justice and Delinquency Prevention (OJJDP) on the administration of the Reentry Resource Center. BJA will have primary responsibility for oversight of matters related to adult reentry, and OJJDP will have the same responsibility for matters related to juvenile reentry. BJA will also collaborate with OJP's National Institute of Justice (NIJ) on research and evaluation needs of the initiative.

Specific Expectations for the National Adult and Juvenile Offender Reentry Resource Center
Priority consideration will be given to grant applications that reflect a high degree of collaboration and partnership with other organizations possessing expertise and experience in the area of reentry.

The Reentry Resource Center should take the initiative in assisting state, local, and tribal government officials to maximize opportunities created by Second Chance Act grant programs. Activities may include:

- Refine a logic model, which state, local, and tribal governments may use to design and implement a specific reentry plan.
- Create, market, and staff a national reentry resource (1-800 toll-free number) where interested parties may obtain information in a timely fashion.
- Develop a resource kit for jurisdictions interested in establishing a reentry program/initiative, which highlights publications, tools, research, and key web sites that can be used to ensure their programs draw on evidence-based practices and the experiences of other jurisdictions.
- Design, enhance, and support a web-based resource (www.reentry.gov), which includes a web-based version of the resource kit described above and connects users to other relevant web-based resources.
- Plan and convene national and regional seminars/workshops where interested and motivated officials can learn about key strategies for successful reentry initiatives.
- Host conference calls and webinars, where experts and practitioners can review the challenges described above, using practical examples from across the country, and explain how funding proposals should be designed to address these challenges.
- Provide follow-up targeted technical assistance to jurisdictions that have specific questions based on the conference calls and webinars provided.
- Work with representatives of national and regional foundations active in aspects of reentry to determine where proposals should leverage those private investments.
- Review federal and philanthropic investments in state, local, and tribal efforts and resources such as policy guides and relevant research to enhance reentry and reduce recidivism and determine how those resources should inform future program development and resource allocation.
- Analyze information gathered from large federal grant programs (President's Reentry Initiative, Serious and Violent Offender Reentry Initiative, Intensive Aftercare for High-Risk Juveniles, etc.) and determine how those lessons learned should inform future program development and resource allocation.
- Determine where important gaps exist in the allocation of resources in efforts to provide viable and effective evidenced-based reentry programs which reduce recidivism.

All activities, resources, and materials developed under this project must include clear and prominent reference to the federal funding agency.

For more information on BJA's implementation of the Second Chance Act initiatives and Frequently Asked Questions about this solicitation, visit BJA's Second Chance Act web page at www.ojp.usdoj.gov/BJA/grant/SecondChance.html.

Amount and Length of Award
One cooperative agreement will be awarded for up to $2.2 million for a period of 18 months to establish the National Adult and Juvenile Offender Reentry Resource Center. A grantee may be eligible for continued supplemental funding for an amount up to $1.65 million for the provision of training and technical assistance as required under the Second Chance Act.

Limitation on use of award funds for employee compensation; waiver*:* No portion of any award of more than $250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent 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. (The salary table for SES employees is available at www.opm.gov.) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative of the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. In addition, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
Improve reentry programming and resources, reduce recidivism, and Improve public safety.	Percent increase in the number of professionals, practitioners, and researchers who completed in-person training and conferences on prisoner reentry programming and resources. Percentage of trainees who rated the training as satisfactory or better (as indicated by an evaluation/survey).	**For the current reporting period:** Number of trainings/conferences held. Number of training/conference curricula developed. Number of individuals who: • Attended each training/ conference. • Completed the training/ conference. • Completed an evaluation at the conclusion of the training/ conference. • Rated the training/conference as satisfactory or better.
	Percent increase in the number of professionals, practitioners, and researchers who completed web-based training on prisoner reentry programming and resources. Percentage of trainees who rated the training as satisfactory or better (as indicated by an evaluation/survey).	**For the current reporting period:** Number of web-based trainings developed. Number of scheduled web-based trainings offered. Number of individuals who: • Started a web-based training session. • Completed a web-based training session. • Completed an evaluation at the conclusion of a web-based training session. • Rated the web-based training as satisfactory or better.
	Percent increase in the number of professionals, practitioners, and researchers who requested training CDs/DVDs on prisoner reentry programming and resources. Percentage of individuals/organizations who rated the CD/DVD as satisfactory or better (as indicated by an evaluation/survey).	**For the current reporting period:** Number of reentry-related CD/DVDs developed. Number of individuals/organizations: • Who requested reentry-related CD/DVDs. • Who received reentry-related CD/DVDs. • Who received a reentry-related CD/DVD who received a follow-up assessment survey. • Who responded to the follow-up assessment survey. • Rated the reentry-related CD/DVD as satisfactory or better on the follow-up assessment survey. Total number of reentry-related CD/DVDs distributed.

	Percent increase in the number of reentry technical assistance (TA) onsite visits, peer-to-peer visits, and office-based requests. Percentage of TA recipients who rated the TA as satisfactory or better (as indicated by an evaluation/survey).	**For the current reporting period:** Number of onsite TA visits requested. Number of onsite TA visits completed. Number of TA follow-up reports submitted to requesting agencies after onsite visits. Number of follow-ups completed with requesting agencies after an onsite visit. Number of the requesting agencies that received onsite TA who: • Received a follow-up assessment survey. • Completed a follow-up assessment survey. • Rated the TA onsite visit as satisfactory or better. Number of peer-to-peer TA visits requested. Number of peer-to-peer TA visits completed. Number of TA follow-up reports completed by peer visitors after the completion of the visit. Number of follow-ups completed with the requesting peer agency after the peer-to-peer visit. Number of the requesting peer agencies that received a peer-to-peer visit who: • Received a follow-up assessment survey. • Completed a follow-up assessment survey.

		• Rated the TA onsite visit as satisfactory or better.
		Number of office-based TA requests received.
		Number of office-based TA requested completed.
	Percent increase in the number of requests from reentry professionals, practitioners, researchers, and offenders through focus groups, web sites, pamphlets, reports, research briefs, and other information sources since the inception of the program.	**For the current reporting period:** Number of reentry-related advisory/focus groups held.
		Number of reentry-related documents produced as a result of advisory/focus groups.
		Number of reentry-related documents disseminated to the field as a result of advisory/focus groups.
		Number of reentry-related web sites developed.
		Number of reentry-related web sites maintained.
		Number of visits/"hits" to the reentry-related web site(s).
		Number of reentry-related pamphlets developed.
		Number of reentry-related pamphlets disseminated.
		Number of reentry-related reports developed.
		Number of reentry-related reports disseminated.
		Number of reentry-related research briefs developed.
		Number of reentry-related research briefs disseminated.
		Number of "other" reentry-related information sources developed.
		Number of "other" information sources disseminated.
		Number of requests for information responded to.

How To Apply

DOJ participates in Grants.gov—a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at www.grants.gov.
If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1–800–518–4726,** Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. **Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), WordPerfect (*.wpd), Microsoft Excel files (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of ".docx." Please ensure the documents you are submitting in Grants.gov are saved using "Word 97-2003 Document (*.doc)" format. In addition, 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."

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.202, titled "Prisoner Reentry Initiative Demonstration Grant" and the funding opportunity number is BJA-2009-2096.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at www.dnb.com/us/. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required: In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

Standard Form 424

Program Narrative (Attachment 1)
The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 15 pages. Please number pages "1 of 15," "2 of 15," etc. Submissions that do not adhere to the format will be deemed ineligible.

Budget and Budget Narrative (Attachment 2)
Applicants must provide a budget that is cost-effective, complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet template is available on OJP's web site at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf. Applicants must include travel costs for up to three individuals to attend two BJA-approved meetings during the grant period.

Project Timeline, Position Descriptions, and Letters of Support (Attachment 3)
Attach a *Project Timeline* with each project goal, related objective, activity, expected completion date, responsible person, or organization; *Position Descriptions* for key positions; and *Letters of Support* from all key partners, detailing the commitment to work with the applicant to promote the mission of the project.

Selection Criteria

1. **Statement of the Problem (20 percent out of 100)**
   Provide a clear, concise statement of why the applicant deems the creation of a national adult and juvenile reentry resource center important and the scope of its potential contributions to the field.

2. **Program Design and Implementation (40 percent out of 100)**
   Articulate the applicant's "vision" for the role of a national adult and juvenile offender reentry resource center, expanding and building upon the specific mandates of the Act. Describe how the applicant envisions working on behalf of BJA in providing needed services to the field. Provide a detailed description of the organizational structure of the proposed center, i.e.*,* what will the organizational components consist of, where will it be physically located, who are the key partners and what their role will be, etc. .

3. **Capabilities/Competencies (20 percent out of 100)**
   Describe the management structure and staffing of the project, identifying the agency responsible for the project and the grant coordinator. Demonstrate the capability of the lead organization and collaborative partners to implement the project, including gathering and analyzing information, developing a plan, and evaluating the program. Describe how the center be organized and staffed to meet each of the key goals outlined in the enabling legislation. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the implementation plan. Detailed information contained in Attachment 3 will form the basis for assigning points relative to this criterion.

4. **Budget (10 percent out of 100)**
   Provide a proposed budget and budget narrative that are cost-effective, complete, and allowable (Attachment 2).

5. **Impact/Outcomes, Evaluation, and Sustainment, and Description of the Applicant's Plan for the Collection of Data Required for Performance Measures (10 percent out of 100)**
Describe the process for assessing the initiative's effectiveness (see Performance Measures). Identify goals and objectives for program development, implementation, and outcomes. Describe how performance metrics will be documented, monitored, and evaluated, and identify the impact of the strategy once implemented. Identify what data elements and information will be collected and a description of how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the program. Discuss how this effort will be financially sustained after federal funding ends, and the expected long-term results for the program.

Review Process

OJP is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Assistance (BJA) reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. BJA may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list

below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance

- Funding to Faith-Based Organizations

- Confidentiality and Human Subjects Protection

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA) Compliance

- DOJ Information Technology Standards

- Single Point of Contact Review

- Non-Supplanting of State and Local Funds

- Criminal Penalty for False Statements

- Compliance with Office of Justice Programs *Financial Guide*

- Suspension or Termination of Funding

- Non-Profit Organizations

- For-Profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act (FFATA) of 2006

Appendix 1—Logic Model

Second Chance Reentry Logic Model:
National Adult and Juvenile Offender Reentry Resource Center

INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	LONG-TERM OUTCOMES/IMPACT
■ Experts in reentry programming ■ Experts in reentry training ■ Experts in providing reentry- related technical assistance ■ Experts in reentry research and evaluation ■ Support staff	■ Refinement of reentry-related logic models ■ Creation, marketing, and staffing of a national reentry resource (1-800 number); ■ Development of a resource kit for jurisdictions interested in establishing a reentry program/initiative ■ Design, enhancement and support of a web-based resource (www.reentry.gov), ■ Plan and convene national and regional seminars, training events, and technical assistance workshops ■ Host conference calls and webinars ■ Provide follow-up targeted technical assistance ■ Work with representatives of national and regional associations, organizations, and other professional groups ■ Review federal and philanthropic investments in state, local, and tribal efforts to enhance reentry and reduce recidivism ■ Identify what important investments have already been made in the development of national resources ■ Analyze information gathered from large federal grants and	■ Reentry resource database ■ Publications/reports ■ Resource kit ■ Training materials ■ Training and technical assistance contact calls and outreach ■ Substance abuse, mental health, employment, housing, educational, and other service-related information to offenders ■ Reentry information, research, and evaluation clearinghouse	Increase the knowledge of reentry professionals, practitioners, and researchers through in-person reentry trainings and conferences Increase the knowledge of reentry professionals, practitioners, and researchers through web-based training Increase the knowledge of reentry professionals, practitioners, and researchers through distance learning using CD/DVDs . Increase the availability of reentry technical assistance Increase the knowledge of reentry professionals, practitioners, researchers, and offenders through focus groups, web sites, pamphlets, reports, research briefs, and other information sources	Improve reentry programming and resources Reduce recidivism Improve public safety

	determine how those lessons learned should inform future program development and resource allocation ■ Determine where important gaps have existed in the allocation of resources in efforts to provide viable and effective evidenced-based reentry programs which reduce recidivism ■ Communicate quarterly with SCA grantees to determine training and technical assistance needs ■ Establish database to assist offenders ■ Develop and disseminate evaluation tools, mechanisms, and measures to better assess and document performance measures and outcomes ■ Develop a national reentry agenda			