



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) is seeking applications for the Second Chance Act Two-Phase Juvenile Reentry Demonstration Program: Planning and Implementation. This program furthers the Department's mission by supporting evidence-based services and programs to help communities successfully reintegrate juvenile offenders into their homes and neighborhoods.

OJJDP FY 2014 Second Chance Act Two-Phase Juvenile Reentry Demonstration Program: Planning and Implementation

Eligibility

Eligible applicants are limited to states (including territories), units of local government, and federally recognized tribal governments (as determined by the Secretary of the Interior). (See "Eligibility," page 4)

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 32.) All applications are due by 11:59 p.m. eastern time on June 2, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

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 Grants.gov technical issues that prevent them from submitting their applications by the deadline must e-mail JIC@telesishq.com **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live Web chat](#). JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

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OJJDP FY 2014 Second Chance Act Two-Phase Juvenile Reentry Demonstration Program: Planning and Implementation (CFDA #16.812)

Overview

The Second Chance Act of 2007 ([Pub. L. 110-199](#)) provides a comprehensive response to the increasing number of incarcerated adults and juveniles who are released from prison, jail, and juvenile residential facilities and are returning to their communities. The FY 2014 Second Chance Act Two-Phase Juvenile Reentry Demonstration Program will help ensure that the assessments and services youth receive in secure confinement, reentry planning process, and services and supervision youth receive upon reentry promote reduced recidivism rates and improvements in positive youth outcomes. A secure confinement facility may include a juvenile detention center, juvenile correctional facility, or staff-secure facility. Eligible juveniles must have been confined under the custody of a local or state juvenile correctional agency and must be admitted to the program prior to their 18th birthday. However, award recipients may continue to implement a juvenile reentry plan for these individuals beyond their 18th birthday. OJJDP does not have a set timeline for terminating these services; they can continue as long as is deemed therapeutically necessary.

Deadlines: Registration and Application

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. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 2, 2014. See “How To Apply” on page 32 for details.

Eligibility

Eligible applicants are limited to states (including territories), units of local government, and federally recognized Indian tribal governments (as determined by the Secretary of the Interior).

OJJDP welcomes applications that involve two or more entities; 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 conducting and leading the program.

Program-Specific Information

Section 101 of the Second Chance Act authorizes the Department of Justice to award grants to state and local governments and federally recognized Indian tribes for demonstration projects to improve reentry outcomes for incarcerated or detained juveniles.

As opposed to previous fiscal years, under this solicitation, applicants apply for a single award that includes both a planning phase and an implementation phase with specific deliverables

required in both phases. These deliverables and expectations for applicants' proposals reflect an enhanced emphasis on the adoption, integration, and effective implementation of the principles and practices that research has demonstrated to improve juvenile reentry outcomes, which are outlined in Appendix A: Second Chance Act Grantees: What You Need to Know to Ensure Your Program is Built on Principles of Effective Practice (see page 36).

This solicitation also allows for eligible tribal applicants to partner with institutions and organizations to incorporate green technologies and environmentally sustainable¹ activities as part of the program's educational, training, and reentry activities for youth participants.

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 in support of 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](http://www.nationalreentryresourcecenter.org) at www.nationalreentryresourcecenter.org.

As noted under Eligibility, federally recognized tribes are eligible applicants. This includes tribes that intend to implement the program for youth placed in a Bureau of Indian Affairs (BIA) operated juvenile detention facility. In these instances, the application must include a signed memorandum of understanding between the facility and the applicant that states that no grant funds will be used for salaries or costs associated with the BIA facility and that the applicant has permission to provide program services and activities in the facility building and/or grounds. In general, the memorandum of understanding should outline each organization's roles and responsibilities. Services should not supplant existing program operations but should incorporate innovative models. OJJDP will eliminate from funding consideration applicants who fail to submit a signed memorandum of understanding as part of their applications.

Letter of Commitment from Partnering University or Green Organization

Under this solicitation, OJJDP requires tribal applicants to include a letter of commitment from the university or organization that they intend to partner with to develop and implement the green technology and/or environmentally sustainable activity as part of the reentry program. The letter should document the expertise of the university or organization regarding staff, training, equipment, and other assistance. OJJDP will require funding recipients to submit documentation regarding the roles and responsibilities of the grantee and organizations. The letter should also provide an estimated budget of costs for the partnering organization, and these costs should be documented in the application's budget narrative.

Note: For those interested in submitting applications to adult-related demonstration reentry projects, visit the BJA Web site at www.ojp.usdoj.gov/BJA.

¹ Environmentally viable activities create a center of economic activity around technologies and products that benefit the environment, speeding their implementation and creating new careers that protect the planet.

Purpose

The purpose of this solicitation is to support demonstration projects to improve juvenile reentry outcomes.

Goals and Objectives

The goal of section 101 of the Second Chance Act is to help eligible applicants develop and implement comprehensive and collaborative strategies to reduce recidivism, increase public safety, and address the challenges that reentry poses. Within the context of this initiative, BJA and OJJDP do not envision reentry to be a specific program. Instead, reentry is defined as a process that begins when a juvenile is first confined, includes the assessment, services, and release planning that occurs in facilities and the services and supervision that the youth receives upon reentry, and ends with his or her successful reintegration into the community.

The objectives of this reentry process are to provide youth with services and supervision in both confinement and the community—based on and matched to their assessed risks and criminogenic needs—that support their successful reentry. Youths' reentry plans should reflect specific and ongoing prerelease and postrelease needs and a strategy for ensuring these needs are met throughout the reentry process in ways that reflect what the research demonstrates improves youth reentry outcomes.

OJJDP will require successful applicants under this solicitation to complete a planning phase for their projects. OJJDP will authorize award recipients to begin the implementation phase of the project after the Office approves the deliverables of this planning phase. Award recipients may spend as long as 6 months of the total project period on the planning phase, with the remaining months used for implementing the project. The initial award period will be 24 months with the possibility of no-cost extensions to allow for the successful completion of both phases.

Target Population

Applicants must identify and define the specific subset of juveniles or combination of subsets that they propose for the target population of their project. Targeted youth must be confined under the custody of a local or state juvenile correctional agency and admitted to the program prior to their 18th birthday. However, award recipients may continue to implement a juvenile reentry plan for these individuals beyond their 18th birthday. OJJDP does not have a set timeline for terminating these services; they can continue as long as is deemed therapeutically necessary.

The target population for the initiative must be a specific medium- to high-risk subset of the population of individuals currently held in secure confinement facilities, such as a juvenile detention center, juvenile correctional facility, or staff-secure facility. For federally recognized Indian tribes, the individuals may be housed in a tribal, regional, county, or local detention center pursuant to state or tribal law. For example, jurisdictions may choose to target specifically juveniles who are:

- assessed as high risk.
- a specific demographic or set of demographics (age, gender, etc.).
- 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.

Target Population Data Collection. In applying for these grants, lead applicants and their sub-grantees agree to collect and provide enrollment and participation data during all years of the project in cooperation with any and all related research efforts and program evaluations. Applicants also agree to provide detailed individual-level data, in the format that OJP will specify during this time period (and for the following 5 years for recidivism data). This may include but will not be limited to the following:

Participant Characteristics:

- age
- gender
- race/ethnicity
- tribal affiliation (as appropriate)
- criminal history
- educational history
- incarceration history
- employment history
- substance abuse history
- mental health history
- family history
- social and personal history
- post-release recidivism
- post-release employment
- post-release housing

Intervention Information:

- service history
- in-program services provided
- program costs
- duration of services
- point of service (pre/post release)

Defining and Measuring Youth Reentry Outcomes

The Second Chance Act stipulates that recidivism is a measure of success in funded programs. For the purposes of this solicitation and OJJDP's reentry initiative, jurisdictions are encouraged to measure successful youth reentry outcomes in the following ways:

Recidivism Reduction:

- establish baseline recidivism rates for the target youth population at least 12 months post-release from confinement. These baseline recidivism rates should include:

- measures for rearrest, reconviction, and/or reincarceration, which are based on a jurisdictionwide definition of recidivism and technical violation rates.
- rates disaggregated, at minimum, by youths' assessed risk levels.
- recidivism that occurs once youth transition from juvenile court jurisdiction to adult court jurisdiction.
- identify annual targets for reducing these baseline rates that are ambitious, measurable, and achievable.
- demonstrate annual progress toward achieving established targets.

Positive Youth Outcomes:

- establish baselines for a priority set of positive youth outcomes for the target youth population. To the extent possible given data capacity, these baselines should include:
 - outcomes for youth while in facilities. Examples of outcomes include: level of services received and youth engagement with these services; accomplishment of treatment goals, particularly for youth with mental health and/or substance abuse disorders; educational progress and credit attainment; vocational and other types of skill development and attainment; and level of family engagement/involvement.
 - outcomes for youth in the community upon reentry. Examples of outcomes include time to school reenrollment and school attendance; employment; involvement in pro-social activities; substance use; and family involvement in the child welfare and other service systems.
- identify annual targets for improvements in these positive youth outcomes that are ambitious, measurable, and achievable.
- demonstrate annual progress toward achieving established targets.

OJJDP recognizes that many applicants face significant challenges to collecting and analyzing performance measurement data. OJJDP expects applicants to describe in their proposals their current capacity to collect the performance data on reentry recidivism rates and positive youth outcomes, and how, if they receive a grant award, they will strengthen their data capacity internally and/or through partnerships with local, external experts.

Mandatory Requirements of a Comprehensive Reentry Program

Section 101 of the Second Chance Act outlines the following requirements that applicants must include in their applications to secure funding for a comprehensive reentry program. They are:

1. A juvenile reentry strategic plan that describes the jurisdiction's long-term reentry strategy, including measurable annual and 5-year performance outcomes relating to the long-term goals of increasing public safety and reducing recidivism. One goal of the plan shall be a 50 percent reduction in the rate of recidivism over a 5-year period.

2. A detailed juvenile reentry implementation schedule and sustainability plan for the program.
3. Documentation reflecting the establishment of a juvenile reentry task force comprised of state, tribal, territorial, or local leaders and representatives of relevant agencies, service providers, nonprofit organizations, and other key stakeholders. The task force should examine ways to pool resources and funding streams and collect data and best practices in juvenile reentry from stakeholder agencies and organizations. OJJDP notes that this task force and the juvenile reentry strategic plan requirement above provide a key opportunity for policymakers to work together to identify and address local barriers to juvenile reentry, including policy or procedural barriers.
4. Discussion of the role of government agencies, nonprofit organizations, and community stakeholders that the applicant will coordinate and collaborate with on the juvenile reentry strategy and certification of the involvement of such agencies and organizations. Participants in the creation of the strategy should include representatives from public safety, corrections, housing (including partnerships with public housing authorities), health, education, substance abuse, children and families, victims' services, employment, and business.
5. Extensive evidence of collaboration with state, tribal, and local government health, mental health, housing, child welfare, education, substance abuse, victims services, child support, and employment services, and local law enforcement agencies.
6. An extensive discussion of the role of state and tribal corrections departments, community corrections agencies, and local secure confinement systems in ensuring successful reentry of juveniles into their communities. Applications must include letters of support from corrections officials at facilities or individuals to be served through this project.
7. Documentation that reflects explicit support of the chief executive officer of the applicant state, unit of local government, territory, or Indian tribe and how this office will remain informed and connected to the activities of the project.
8. A description of the evidence-based methodology and outcome measures that the applicant will use to evaluate the program and a discussion of how the applicant will use such measurements to assess the impact of the program. The primary objective of the Second Chance Act is to reduce recidivism. Based on reliable research findings, there are eight fundamental principles and practices that are demonstrated to reduce recidivism and improve positive outcomes for youth in the juvenile justice system. These principles and practices are outlined in Appendix A (see page 36). Applicants must clearly articulate how their program design reflects these principles and how they will ensure program participants receive assessment, supervision, and services throughout the reentry process aligned with these principles and practices.
9. A description of how the project could be broadly replicated if demonstrated to be effective.
10. A plan for the analysis of the statutory, regulatory, rules-based, and practice-based hurdles to reintegration of juveniles into the community. (Note: this may be integrated into the juvenile reentry strategic planning requirement and guided by the local juvenile reentry task force discussed above.)

Note: Tribal applicants must meet the aforementioned requirements as a part of any proposed green reentry program.

Planning Phase: Deliverables and Allowable Use of Funds

Although applicants must address each of the mandatory requirements in their applications, OJJDP expects that some may be in the preliminary stages of development at time of application. During the planning phase, applicants will build upon and strengthen compliance with the mandatory requirements. OJJDP will provide intensive technical assistance to grantees, and the technical assistance provider—the [National Reentry Resource Center](#)—will give each grantee a **Planning and Implementation Guide** to help them develop a strategic plan that incorporates evidence-based programs, policies, and practices. Once grantees submit their Planning and Implementation Guide and OJJDP approves it, grantees will move into the implementation phase of their project and gain access to the remainder of their grant funds.

Planning phase deliverables and the allowable use of funds to support these deliverables include the following:

- continue establishment of a juvenile reentry task force comprised of state, tribal, territorial, or local leaders and representatives of relevant agencies, service providers, nonprofit organizations, and other key stakeholders. The task force should examine ways to pool resources and funding streams, implement best practices in juvenile offender reentry, and collect outcome data from stakeholder agencies and organizations. The task force should be the primary resource for development of a reentry strategic plan.
- development and implementation of a performance measurement plan. Consistent with the parameters recommended in the Defining and Measuring Youth Reentry Outcomes section of this solicitation, this plan should facilitate progress toward the establishment of baseline juvenile reentry recidivism rates and a priority set of positive youth outcomes for the target population served; identify annual targets for improvement; and identify and advance a process for the ongoing collection, analysis, reporting, and use of this youth outcome data.
- continued development of a juvenile reentry strategic plan that describes the long-term strategy, including measurable annual and 5-year performance outcomes, relating to the long-term goals of increasing public safety and improving youth outcomes, including reducing recidivism. The reentry strategic plan must:
 - identify specific policy/practice reforms to the reentry system and process that advance the adoption, integration, and effective implementation of the principles and practices that research demonstrates improve youth outcomes as outlined in Appendix A of this solicitation.
 - discuss the role of government agencies, nonprofit organizations, and community stakeholders that the applicant will coordinate and collaborate with on the juvenile reentry strategy and certify the involvement of such agencies and organizations.
 - include extensive evidence of collaboration with state, tribal and local government health, mental health, housing, child welfare, education, substance abuse, victims' services, employment services, and law enforcement agencies.

- discuss the role of the juvenile corrections system in ensuring successful reentry of juveniles into their communities. OJJDP strongly encourages applicants to include a letter of support from correctional officials responsible for facilities or juveniles to be served through this project, such as the director of the state/tribal/local juvenile correctional agency or chief probation officer.
- include the goal to reduce the recidivism rate by 50 percent over a 5-year period for offenders released from a juvenile facility who are served.
- development of an implementation plan that identifies how the applicant will execute the strategic plan during the implementation phase, including key activities, timelines, roles and responsibilities, and the use of external experts and consultants.
- establishment of a sustainability plan that outlines how the award recipient will sustain activities after the grant period ends, and to the extent possible, how the applicant will integrate the activities into the jurisdictionwide reentry system and process.

Tribal applicants that intend to implement a green reentry program must describe how they will partner with a university and/or organization to develop and implement at least one green technology or environmentally sustainable activity as part of the reentry program. (Note: This partnership should be documented with a letter of commitment, as described on page 5.)

During the planning phase, OJJDP will expect tribal grantees to work with their university and/or organizational partner(s) to conduct an assessment of the tribal community's environmental needs and interests and to review the viability of implementing different green technologies or environmentally sustainable activities. This assessment must also consider the ability of the juvenile detention center and youth to undertake the activity. The partnership is a critical component to ensure that this assessment and review are conducted successfully and the partners can work together to meet their goals. Although grantees will engage in long-term planning in the first year of the award, applicants, to be considered for funding, should identify at least one environmentally sustainable activity they can accomplish during the award period. The activity should engage the youth in detention and during the reentry process.

What are Green Technologies and Environmentally Sustainable Activities? The field of green technology and environmentally sustainable activity is ever-growing and adapting, and therefore, it is impossible to anticipate the full breadth of activities that might be covered through this initiative. OJJDP's goal is to ensure that the technology or activity that successful applicants adopt is responsive to the tribe's culture and is environmentally viable and economically sustainable. Examples of basic green activities that applicants might propose adopting include: indigenous and organic farming, composting, recycling programs, and beekeeping. More complex green technology activities might include training detained and reentry youth in skills of high demand jobs to assemble and install solar panels or wind turbines. The activities listed above are examples only, and applicants should not limit themselves to this list in proposing activities for implementation.

Implementation Phase: Deliverables and Allowable Use of Funds

During the implementation phase, OJJDP expects grantees to use their award to implement activities in alignment with their juvenile reentry strategic plan and that advance the adoption, integration, and effective implementation of the principles and practices identified in Appendix A of this solicitation. Funded activities can include direct services/programs/supports in

confinement and/or the community, supervision practices, reentry planning improvements, training, and other capacity-building efforts to improve youth reentry outcomes. In addition, grantees should address the following:

Use Evidence-Based Assessment Instruments for Juvenile Reentry Planning. Strong evidence can be found in the research literature that juvenile populations should be assessed to determine risk and needs factors and supervision levels and services so that they can receive appropriate interventions. Use of assessment instruments that are reliable, validated, and normed for a specific population increase the chances that individuals will be matched with the appropriate type of treatment and reentry services.

Target Needs that Affect Recidivism. While juveniles 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 (described above) to identify the most urgent needs to address.

Provide Sustained Case Planning/Management in the Community. Juvenile reentry programs should ideally begin when the individual is first incarcerated and continue when the individual is released to the community. Since most juveniles 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 juvenile's transition from incarceration to the community.

Support a Comprehensive Range of Services for Juveniles. Based on a juvenile's risk/needs assessment, OJJDP urges applicants to make available a comprehensive range of programs and a process for addressing the needs of individuals, including treatment services that employ age appropriate cognitive, behavioral, and social learning techniques; educational, literacy, vocational, and job placement services (including green technology and environmentally sustainable activities); substance abuse treatment (including alcohol abuse); housing, mental, and physical health care services; programs that encourage safe, healthy, and responsible family and parent-child relationships and enhance family reunification, as appropriate; and, mentoring.

Provide 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.

Affordable Care Act. Grantees should develop and implement strategies to identify and enroll uninsured youth into Medicaid or other insurance through health exchanges and to connect them to treatment providers as appropriate. They should plan and strategize on how expanded options for access to healthcare can enhance outcomes for returning prisoners. Applicants can plan and implement strategies for expanded Medicaid eligibility, behavioral health parity, connection to subsidized private health insurance options through the health insurance marketplace (also known as exchanges) to increase access, service use, and outcomes.

Priority Considerations

Priority consideration will be given to all applicants who address the following. Applicants are not required to address all of the priority considerations.

- demonstrate the existing internal capacity or have partnerships with local experts to measure youth reentry outcomes in the way identified in the Defining and Measuring Youth Reentry Outcomes section of this solicitation, such that the concrete impact of their grant award on youth reentry outcomes can be clearly measured and shared.
- propose juvenile reentry projects that advance, in a substantial and sustained manner, the adoption, integration, and effective implementation of the principles and practices that research has demonstrated improve youth outcomes as identified in Appendix A of this solicitation.
- demonstrate how they will sustain project activities, if successful, after the grant period and how they will integrate these activities as core components of the jurisdictionwide juvenile reentry system and process..OJJDP will take letters of approval from juvenile correctional administrators and/or the agency that oversees the reentry process of youth in local juvenile facilities as strong evidence that applications meet this priority consideration.
- focus the initiative on geographic areas with a disproportionate population of offenders released from juvenile facilities.
- include input from nonprofit organizations, as relevant and appropriate, consultation with crime victims and released offenders, and coordination with families of offenders.
- demonstrate effective case assessment and management abilities to provide comprehensive and continuous reentry, including:
 - planning while offenders are in a juvenile facility, prerelease transition housing, and community release.
 - establishing prerelease planning procedures to ensure that an offender's eligibility for federal or state benefits is established prior to release, subject to any limitations in law, and to ensure that offenders obtain all necessary referrals for reentry services.
 - delivering continuous and appropriate drug treatment, medical care, job training and placement, educational services, or any other service or support needed for reentry.
- review the process by which the applicant adjudicates violations of parole, probation, or supervision following release from a juvenile facility, taking into account public safety and the use of graduated, community-based sanctions for minor and technical violations of parole, probation, or supervision (specifically those violations that are not otherwise, and independently, a violation of law).
- provide for an independent evaluation of reentry programs that include, to the maximum extent possible, random assignment and controlled studies to determine their effectiveness.
- target high-risk offenders for reentry programs through validated assessment tools.

OJJDP will seek to make a limited number of awards out of this solicitation to applicants who focus on a target population of their choosing and who meet one or more of the priority considerations identified above. In addition, unlike in previous fiscal years, OJJDP will not release separate Second Chance Act solicitations for specific populations or areas of focus.

Instead, OJJDP will seek to make a limited number of awards out of this solicitation to applicants who meet all of the requirements of this demonstration program and whose applications also prioritize addressing one of the following underserved populations/gaps in the juvenile reentry field:

- the delivery of educational services, including the quality and consistency of the education youth receive in confinement; the exchange of information and records between community and facility schools; the timely reenrollment of youth once they return to the community; and the approved transfer of the credits earned while in confinement in a timely and thorough manner.
- the identification—through validated screening and assessment tools—of youth with mental health, substance abuse, and/or co-occurring disorders; provision of evidence-based treatment for youth in confinement and the community that addresses both their substance abuse/mental health and criminogenic needs; and establishment of a continuity of care from confinement to the community.
- the development of an effective model for the successful reentry of transitional age youth (older adolescents aging out of the juvenile justice system) that includes educational and vocational services in both confinement and in the community and that helps support these youth's successful transition to independence and a productive adulthood.

Resources for Civil Legal Aid. Civil legal assistance can often play a critical role in addressing barriers to successful reintegration. An allowable use of Second Chance Act funds for juvenile reentry services includes referral to and payment of legal services related to the purpose of the grant, such as securing a driver's license, expunging criminal records, litigating inappropriate denials of housing or employment and violations of the Fair Credit Reporting Act, creating and/or modifying child support orders, and other family law services that help stabilize individuals and families. For more information, go to www.bja.gov/Programs/SecondChanceLegalServicesGuidance.pdf.

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.

For information on specific program models, OJP's CrimeSolutions.gov Web site and OJJDP's [Model Programs 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.

Based upon reliable research findings, there are eight fundamental principles and practices that are demonstrated to reduce recidivism and improve positive outcomes for youth in the juvenile justice system. These eight principles and practices are outlined in Appendix A: Second Chance Act Grantees: What You Need to Know to Ensure Your Program Is Built on Principles of Effective Practice (see page 36).

Additional Resources

OJJDP encourages applicants to review the recommendations from the Attorney General's National Task Force on Children Exposed to Violence, www.justice.gov/defendingchildhood/cevrpt-full.pdf, and the recommendations of the National Research Council's *Reforming Juvenile Justice: A Developmental Approach*, www.nap.edu/catalog.php?record_id=14685 and consider incorporating the recommendations into their applications, where applicable.

Amount and Length of Awards

OJJDP will make awards under this program for as much as \$750,000. The initial award period will be 24 months with the possibility of no-cost extensions for completion of the project, if necessary. Grantees may take as long as 6 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 the planning phase is completed and OJJDP has approved satisfactory progress toward or completion of all deliverables, the grantee will gain access to the remaining award balance of as much as \$700,000. Grantees will then be able to proceed into the implementation phase and complete project activities.

OJJDP may make as many as 15 awards this fiscal year under this program. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Budget 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 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 2014 salary table for SES employees is available at www.opm.gov/salary-table. Note: A recipient may compensate an 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. Applicants requesting a waiver should include a detailed justification in the budget narrative of their applications. Applicants who do not submit a waiver request and justification with their applications should anticipate that OJP will request that they adjust and resubmit their budgets.

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 who 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 available at www.ojp.gov/funding/confcost.htm. 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 of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement. As required by the Second Chance Act, a match is required for all applications. A grant made under this program may not cover more than 50 percent of the total cost of the funded project. Applicants must identify the source of the 50 percent non-federal portion of the budget and how they will use match funds. Grant recipients must provide a minimum of 25 percent of the total project cost in cash match, and they may match 25 percent of the total project cost through in-kind contributions of goods or services directly related to the purpose for which the grant was awarded. Grantees must use federal funds and their cash match to supplement, not supplant, non-federal funds that would otherwise be available for the activities funded under this section.

Match Waiver. The Attorney General may waive the match requirement upon a determination of fiscal hardship. To be considered for a waiver of match, the applicant must submit with the application a letter of request signed by the authorized representative that defines the fiscal hardship. Fiscal hardship may be defined in terms related to reductions in overall correctional budgets, furloughing or reductions in force of correctional staff, or other similar documented actions that have resulted in severe budget reductions.

Note: Once incorporated into the OJP-approved budget, the match becomes mandatory and subject to audit. Further, if a successful applicant's proposed match exceeds the required match

amount, the match amount that is incorporated into its OJP-approved budget is mandatory and subject to audit.

The formula for calculating match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: 50% match requirement: for a federal award amount of \$750,000, calculate match as follows:

$$\frac{\$750,000}{50\% \text{ match}} = \$1,500,000 \quad 50\% \times \$1,500,000 = \$750,000$$

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. 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.

Applicants should be aware that OJJDP is currently reviewing the performance measures for this solicitation. OJJDP will likely update these measures for grantees to better ensure that they can measure and report the impact of awards on improving youth reentry outcomes in a comprehensive and reliable way.

Performance measures currently identified for this solicitation are as follows:

Objective	Performance Measure	Description	Data Grantee Provides
To provide the juvenile offender with appropriate evidence-based services based on a juvenile offender reentry plan.	Number of youth enrolled in reentry program.	<p>The intent of this indicator is to measure the change in the number of offenders who are enrolled in reentry services.</p> <p>The number of youth enrolled represents the number of youth who actually end up in the program.</p> <p>Program records are the preferred data source.</p>	Number of youth enrolled in the reentry program during the reporting period.

Objective	Performance Measure	Description	Data Grantee Provides
	Number of program youth served	<p>An unduplicated count of the number of youth served by the program during the reporting period. The number of youth served for a reporting period is the number of program youth carried over from previous reporting period, plus new admissions during the reporting period.</p> <p>Program records are the preferred data source.</p>	<p>Number of program youth carried over from the previous reporting period.</p> <p>New admissions during the reporting period.</p>
	Percentage of youth served with whom an evidence-based best practice model was used.	<p>The number and percentage of youth with whom a best practice was used. Best practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, State model program resources, etc.).</p>	<p>Number of youth served using an evidence-based best practice model or program during the reporting period.</p> <p>The number of youth served during the reporting period.</p>
	Number of services provided	<p>This measure is designed to assess both need and program capacity. Report the number of youth who are assessed as needing various types of services during the reporting period, and also the number of youth who actually receive various services during the reporting period.</p>	<p>Number of services provided (by type) during the reporting period.</p>

Objective	Performance Measure	Description	Data Grantee Provides
	Number of program youth who were adjudicated.	<p>The number and percentage of participating program youth who were adjudicated for a new delinquent offense during the reporting period or 6-12 months post program completion. This does NOT include technical violations and is appropriate for any youth-serving program.</p> <p>A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages.</p> <p>Official records (police, juvenile court) are the preferred data source.</p>	<p>During the reporting period:</p> <p>Number of program youth who were committed to a juvenile residential facility as a result of a new adjudication.</p> <p>Number of youth sentenced to adult prison as a result of a new adjudication.</p> <p>Number of youth given some other sentence as a result of a new adjudication.</p> <p>Number of program youth tracked for adjudications.</p>
	Number of program youth who had technical violations (short and long term).	<p>The number and percentage of program youth who had a violation of the terms of their supervision (commonly referred to as a technical violation) during the reporting period or 6-12 months post program completion.</p> <p>A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages.</p>	<p>Number of program youth who were committed to a juvenile residential facility as a result of a technical violation.</p> <p>Number of youth who were sentenced to adult prison as a result of a technical violation.</p> <p>Number of youth who received some other sentence as a result of a technical violation.</p> <p>Number of program youth tracked for technical violations.</p>
	Percentage of youth completing program requirements.	<p>The number and percent of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still in ongoing programs. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet before program completion.</p>	<p>Number of program youth who exited the program having completed all program requirements during the reporting period.</p> <p>Total number of youth who exited the program during the reporting period.</p>

Objective	Performance Measure	Description	Data Grantee Provides
	Percentage of program youth exhibiting desired change in the targeted behavior.	The number and percent of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6-12 months post-program completion.	Number of youth exhibiting a desired change in targeted behavior (behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.) as reported by a survey tool.

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Is Expected To Include” on page 21 for additional information.

Human Subjects and Confidentiality Requirements

The following requirements must be met for all applications that propose to conduct research and include human subjects. Research is defined as follows:

Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities (28 C.F.R. § 46.102(d)).

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. Part 46 requires that an Institutional Review Board, in accordance with the regulations, review and approve most research involving human subjects that any federal department or agency conducts or supports before an award recipient may expend federal funds for that research. As a rule, persons who participate in federally funded research must provide their informed consent and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data (28 C.F.R. § 22.23). The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes (28 C.F.R. § 22.21)." Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only

be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time (28 C.F.R. § 22.27).

Applicants selected for an award will be required to submit all appropriate IRB and privacy documents prior to spending OJP funds for research-related activities.

What an Application Is Expected To 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, do not request funding within the funding limit, or 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.

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).

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. 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 abstract will **not** count against the page limit for the program narrative.

The abstract should provide an overview of the jurisdiction's target goals, including improved juvenile reentry recidivism rates and positive youth outcomes and the target population and number of youth to be served, and how the applicant will measure progress toward achieving

these goals and objectives. The abstract should also provide a brief description of the overall program design and project activities; how the project activities reflect the mandatory requirements and required deliverables in both the planning and implementation phases; and the key strategies that the applicant will use to facilitate the successful execution of these project activities.

The abstract should also indicate whether the applicant will use any portion of the project budget to conduct research as described in the Human Subjects and Confidentiality Requirements section on page 20.

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

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 Web page available to the public. This public posting would allow other possible funders to become aware of such proposals.

The project abstract template asks applicants to indicate whether they give OJP permission to share their 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 reentry 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 youth reentry population and the larger community. Applicants should describe the target population—including how, if at all, they will identify and prioritize this population through validated assessment tools—and any previous or current attempts to address the problem and key barriers to improved youth reentry outcomes.

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.

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.

For the purposes of this solicitation, applicants' objectives should align with the required planning program deliverables, including the identification of baseline recidivism rates and positive youth outcomes along with associated annual improvement targets. Applicants should also use this section of their narrative to demonstrate to what extent they have the existing capacity or to outline how they will develop the capacity to collect, analyze, and report the data to measure these program objectives, and ultimately, to use this data to guide ongoing policy and practice improvements.

Performance Measures. OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, see page 17) are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. 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.

- 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. This description should reflect specific strategies and plans for how applicants will address the program mandatory requirements (see page 8) and the deliverables identified for both the planning phase (see page 10) and implementation phase (see page 11). OJJDP expects that applicants' project design and implementation plans will heavily emphasize the adoption, integration, and effective implementation of the principles and practices that research has shown improve youth outcomes as outlined in Appendix A. If applicable, applicants should also identify how their proposed project design fulfills one or more of the solicitation's priority considerations (see page 12). Applicants should include a description of the staff training, including training on cognitive-behavioral interventions and evidence-based programs and practices. Applicants should describe strategies to identify and enroll uninsured individuals into Medicaid or other insurance through health exchanges and to connect them to treatment providers, as appropriate.

Applicants should state how they and their subgrantees will collect and provide detailed individual-level data in the format that OJP will specify during the project period (and for the following 5 years for recidivism data). Applicants should describe how they will implement random or other modes of participant assignment that the evaluation design requires.

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. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 27.

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" at www.ojjdp.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 27. 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. The applicant should describe the management structure and staffing for the project, including the project leaders and coordinators, and detail how the applicant has the authority and expertise to carry out project activities. This description should identify specific policies, practices, systems, and resources that applicants have or will put in place to ensure that they can achieve the mandatory requirements and planning and implementation phase deliverables.

A key part of this section should include a description of how applicants will monitor the quality of proposed activities, particularly direct service activities, given the proven relationship between implementation fidelity to the research and improved youth outcomes. This description should include the applicants' experience in implementing evidence-based programs and practices and what types of ongoing quality assessment, improvement, oversight, and accountability structures and processes they currently institute or will establish to ensure that they implement funded activities with high quality.

Applicants should also identify in this section their approach to cross-agency collaboration. This description should include to what extent applicants have relationships that can support the formation of the juvenile reentry task force and how they will ensure this task force serves as an active and meaningful forum for coordinating and improving juvenile reentry outcomes.

Applicants should also highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. They should clearly connect management and staffing patterns 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 4, 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 percent of time that the partner will devote to the planning and operation of the project.

OJJDP encourages applicants who are not public agencies that have oversight for the reentry process of youth in juvenile correctional or detention facilities to include a letter of support from such agencies as part of their application.

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.

The budget must indicate how the applicant will allocate the match requirement in the overall budget. Applicants must clearly identify match funds in the budget showing all calculations/computations.

Applicants must budget funding to travel to DOJ-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for three staff to attend two meetings in Washington, DC. All expenses must be reasonable, allowable, and necessary to the project.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

- a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants who 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 [OJP Financial Guide](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a 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 who 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 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 at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

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, a 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 who cannot 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 their applications (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

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.

For purposes of this solicitation, research and evaluation independence and integrity

pertains to ensuring 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 the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include 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 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 project, 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 is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has 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 subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the 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. 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.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may 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 24)
- d. timeline or milestone chart (see Timeline, page 24)
- e. résumés of all key personnel
- f. job descriptions outlining roles and responsibilities for all key positions
- g. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 25)

9. Accounting System and Financial Capability Questionnaire

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

Selection Criteria

1. Statement of the Problem (5 percent)
2. Goals, Objectives, and Performance Measures (15 percent)
3. Project Design and Implementation (45 percent)
4. Capabilities and Competencies (30 percent)
5. 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.² (5 percent)

See What an Application Is Expected To Include, page 21, 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. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. 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. OJJDP's research award recommendations and decisions include, but are not limited to (1) appropriateness and strength of the research design, (2) planned dissemination of findings, and (3) potential impact on the field. OJJDP may also consider inclusion of underserved populations, geographic diversity, strategic priorities, past performance, and available funding. 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, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

² 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.

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, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

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 at www.Grants.gov. Applicants who 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 e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be 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. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

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 “&amp;,” format.		

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:

- 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 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, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. 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.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 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. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
- 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 16.812, titled "Second Chance Act Prisoner Reentry Initiative," and the funding opportunity number is OJJDP-2014-3869.
- 6. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants who expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants who do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **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 an e-mail validation message from Grants.gov. The message will state whether the application has been received and 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 an application, OJJDP will review only the most recent valid version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

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 in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their applications. 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 OJJDP 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 at www.ojp.usdoj.gov/funding/solicitations.htm.

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.

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 ojpeerreview@lmbps.com. The OJP Solicitation Feedback e-mail 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 : Second Chance Act Grantees: What You Need to Know to Ensure Your Program Is Built on Principles of Effective Practice

The primary objective of the Second Chance Act is to reduce recidivism. A review of the most rigorous juvenile justice research has established eight key principles and practices associated with reduced recidivism rates and improved outcomes for youth in the juvenile justice system.

- 1. Target Higher-Risk Youth Offenders.** Prioritize supervision and services for juvenile 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 the recidivism. Maximum benefit is gained only when resources are directed to higher risk youth offenders.
- 2. Address Youth Offenders' Greatest Criminogenic Needs.** Youths' criminogenic needs—dynamic risk factors that are the primary drivers behind youth's delinquent 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 specific criminogenic needs and that are tailored to youth'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 youth's 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 youth to the supervision levels and specific services most likely to reduce recidivism.
- 4. Employ Effective Services.** Cognitive behavioral interventions that help youth change the thinking patterns that contribute to delinquency and to develop the skills to make more pro-social decisions have proven to substantially improve youth outcomes. Effective service approaches for youth 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 in the juvenile justice system have significant mental health, substance use, education, and/or child welfare needs and are already involved in one or more of these service systems. Juvenile justice initiatives can work in partnership with these other systems to assess and comprehensively address youth's criminogenic needs and improve service access, quality, and efficiency.
- 6. Engage Families and Youth.** Families are critical to youth's success. Juvenile 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 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 youth 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 Application Checklist

OJJDP FY 2014 Second Chance Act Two-Phase Juvenile Reentry Demonstration Program: Planning and Implementation

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS number (see page 33)
- Acquire or renew registration with SAM (see page 33)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 33)
- Acquire AOR confirmation from the E-Biz POC (see page 33)

To Find Funding Opportunity:

- Search for the funding opportunity on Grants.gov (see page 33)
- Download Funding Opportunity and Application Package
- Sign up for Grants.gov e-mail notifications (optional) (see page 32)
- Read [Important Notice: Applying for Grants in Grants.gov](#)

General Requirements:

- Review "[Other Requirements](#)" Web page

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$750,000.

Eligibility Requirement:

- State or territory.
- Unit of local government, including federally recognized tribal government.

What an Application Is Expected to Include:

- Application for Federal Assistance (SF-424) (see page 21)
- Project Abstract (see page 21)
- Program Narrative (see page 22)
- Budget Detail Worksheet (see page 26)
- Budget Narrative (see page 26)
 - Employee Compensation Waiver request and justification (see page 15)
 - Read OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 16)
- Disclosure of Lobbying Activities (SF-LLL)(see page 33)
- Indirect Cost Rate Agreement (if applicable) (see page 26)
- Tribal Authorizing Resolution (if applicable) (see page 27)
- Applicant Disclosure of High Risk Status (see page 27)

- _____ Additional Attachments (see page 27)
 - _____ Applicant Disclosure of Pending Applications
 - _____ Research and Evaluation Independence and Integrity
 - _____ logic model (see page 24)
 - _____ timeline or milestone chart (see page 24)
 - _____ résumés of all key personnel
 - _____ job descriptions outlining roles and responsibilities for all key positions
 - _____ letters of support/memoranda of understanding (see page 25)

- _____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 30)

