

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



BJA FY 2022 Improving Reentry Education and Employment Outcomes

Assistance Listing Number # 16.812
Grants.gov Opportunity Number: O-BJA-2022-171284
Solicitation Release Date: April 20, 2022 10:58 PM
Grants.gov Deadline: June 07, 2022 8:59 PM
Application JustGrants Deadline: June 13, 2022 8:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding reentry services and programs focused on strengthening education and employment outcomes for individuals returning from incarceration. This program furthers the DOJ's mission by reducing recidivism and promoting reentry success and wellbeing among individuals returning from incarceration.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00106-PROD	Category 1: Improving Correctional Education	7	\$900,000.00	10/3/22 12:00 AM	36
C-BJA-2022-00107-PROD	Category 2: Improving Employment Services and Connections	17	\$900,000.00	10/3/22 12:00 AM	36

Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, State governments, Other

Other

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force

policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

Contents

Contact Information	2
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	6
Evidence-Based Programs or Practices	7
Information Regarding Potential Evaluation of Programs and Activities	7
OJP Priority Areas	7
Federal Award Information	8
Awards, Amounts and Durations	8
Continuation Funding Intent	8
Availability of Funds	9
Types of Awards	9
Financial Management and System of Internal Controls	9
Budget Information	9
Cost Sharing or Matching Requirement	9
Pre-agreement Costs (also known as Pre-award Costs)	9
Limitation on Use of Award Funds for Employee Compensation: Waiver	9
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	9
Costs Associated with Language Assistance (if applicable)	10
Eligibility Information	10
Application and Submission Information	10
Information to Complete the Application for Federal Assistance (SF-424)	10
Standard Applicant Information (JustGrants 424 and General Agency Information)	10
Proposal Abstract	10
Proposal Narrative	11
Goals, Objectives, Deliverables, and Timeline	14
Budget and Associated Documentation	14
Budget Worksheet and Budget Narrative (Web-based Form)	14
Indirect Cost Rate Agreement (if applicable)	14
Financial Management Questionnaire (including applicant disclosure of high-risk status)	14
Disclosure of Process Related to Executive Compensation	14
Memoranda of Understanding (MOUs) and Other Supportive Documents	15
Additional Application Components	15
Tribal Authorizing Resolution	15
Research and Evaluation Independence and Integrity Statement	15
Disclosures and Assurances	15
Disclosure of Lobbying Activities	15
DOJ Certified Standard Assurances	15
Applicant Disclosure of Duplication in Cost Items	15
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	15
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	15
How to Apply	16
Submission Dates and Time	16
Application Review Information	17

Review Criteria	17
Review Process	17
Federal Award Administration Information	18
Federal Award Notices	18
Administrative, National Policy, and Other Legal Requirements	18
Information Technology (IT) Security Clauses	18
General Information about Post-Federal Award Reporting Requirements	18
Federal Awarding Agency Contact(s)	18
Other Information	19
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	19
Provide Feedback to OJP	19
Application Checklist	19

Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats and builds trust between law enforcement and the community.

The Improving Reentry Education and Employment Outcomes Program is designed to improve correctional educational and employment programs that serve individuals during incarceration and throughout their period of reentry into the community. It promotes an evidence-based and data-informed approach that will provide meaningful opportunities, interrupt the cycle of unemployment, and promote reentry success for formerly incarcerated adults.

This solicitation is part of the Second Chance Act (SCA) suite of programs in FY 2022. This year a range of programs for states, local units of government, nonprofit organizations, and tribal governments are being competed, including:

- Community-based Reentry Program
- Improving Reentry Education and Employment Outcomes Program
- Improving Reentry Substance Use Disorder Treatment Outcomes Program
- Pay for Success
- Swift, Certain, and Fair Supervision and HOPE Institute
- Smart Reentry and Smart Supervision with Technical Assistance: New Tools to Facilitate Change

Not all entities are eligible for all programs. Applicants are encouraged to review each solicitation in its entirety to determine their eligibility and the goodness of fit for their proposal. Additional details on the SCA suite of programs can be found on the [DOJ Grants Program Plan](#).

Statutory Authority

34 USC § 10741

34 USC § 60511

Specific Information

The purpose of this solicitation is to enhance corrections systems' ability to implement and expand education and employment programs that serve individuals during incarceration and throughout their period of reentry into the community. Programs funded under this solicitation should emphasize strong partnerships with corrections, parole, probation, education, workforce development, and reentry service providers. These programs will work to reduce recidivism, promote reentry success, enhance employment prospects for incarcerated adults reentering the workforce, and improve overall public safety and public health. Programs should be focused on serving individuals during the 3-year period before release, as well as providing ongoing service provision throughout participants' period of reentry into the community.

Eligible Category 2 applicants must commit to restrict internet access to prisoners as appropriate to ensure public safety and facility security.

Prerelease access

Participants are expected to be screened, assessed, and identified for program participation prerelease. During the post-release phase of the reentry program, participants will receive case management services and be connected to evidence-based programming designed to assist in the transition from prison or jail to the community so that it is safe and successful. Where feasible, case management services and evidence-based programming should begin during the prerelease phase.

Correctional Partner Memorandum of Agreement

Nonprofit organizations and noncorrectional government applicants must include as an attachment a memorandum of agreement or understanding (MOA or MOU) that clearly demonstrates an established, collaborative relationship between the applicant and the correctional agencies that: (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population, and (2) oversee community corrections (probation and/or parole) for

the target population. The MOAs/MOUs must include the following information:

1. The roles and responsibilities for staff from both agencies involved in the program.
2. Terms of access to the correctional facility or facilities for program staff. (If applicants are unable to conduct in-reach into correctional facilities, the application should explain the reason(s) why such access is not practicable.)
3. Information on prerelease programming and interventions provided by the correctional agency to each participant.
4. The data elements and performance measures that the partnering agencies will provide — or assist the grantee in obtaining — for the purpose of measuring the impact of grant activities.
5. Describe the evidence-based programming and/or intervention for the target population.

Goals, Objectives, Deliverables, and Timeline

Goals, Objectives, and Deliverables: In the sections below, state the long-term, overarching goal(s) of the program and list the project objectives. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the proposed period of time). Describe required deliverables, such as expected products, services, or activities as a result of a project or any other required or necessary component of an overall project.

Goals

Category 1: Improving Correctional Education

- Improve the educational and vocational education programs available to individuals incarcerated in prisons and jails and upon return to the community. Services should begin prior to release from incarceration and continue throughout participants' period of reentry.

Category 2: Improving Employment Services and Connections

- Provide career training, including subsidized employment when part of a training program, to adults incarcerated in prisons and jails and upon return to the community. Services should begin prior to release from incarceration and continue throughout participants' period of reentry.
- Remove regulatory employment barriers for incarcerated individual adults returning to communities.

Objectives

Category 1: Improving Correctional Education

- Implement or expand educational and vocational programs for incarcerated adults that result in improved educational outcomes, as measured by literacy attainment, high school equivalence, high school and higher education diplomas, certifications, and other credentials.
- Demonstrate increased collaboration between educational providers and corrections, community supervision providers, and other reentry stakeholders.

Category 2: Improving Employment Services and Connections

- Implement or expand job readiness assessments, individualized case plans, and employment-related services for incarcerated adults that result in improved job readiness, employment attainment and retention.
- Articulate and implement a robust vision for reentry employment with transitional supports and a focus on employment.

Deliverables

All Categories:

- Development of an action plan with input from BJA and an assigned technical assistance coach, submitted within 6 months of receiving final budget approval.
- A final report at the end of the project period.

Statutorily Allowable Uses of Funds:

Category 1: Improving Correctional Education

- Establish/improve/expand educational and vocational programming and services for incarcerated adults, including competency-based learning over a range of services from literacy, high school

diploma/equivalency, higher education, to labor market needs-informed vocational education.

Category 2: Improving Employment Services and Connections

1. Establish/improve/expand career training programs that are informed by the labor market needs in the geographic areas to which incarcerated individuals will return.
2. Continually assess local demand for employees in the geographic areas to which incarcerated individuals are likely to return and adjust educational and employment goals accordingly.
3. Develop partnerships with local employers. Increase the quality and quantity of training, skills-building, and pre-apprenticeship programs available to incarcerated persons (e.g., programs that respond to new and local labor market demands, jobs with advancement opportunities and good benefits, etc.).
4. Conduct individualized reentry career planning programs at the start of incarceration or post-release employment planning programs for program participants.
5. Subsidize wages or other employment costs as part of a career training program.
6. Provide transitional services to assist in the reintegration of incarcerated individuals into the community.
7. Train corrections and service provider leadership and staff in career training programming.
8. Track and monitor employment outcomes.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

OJP Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30 percent of the requested award funding, as demonstrated in the budget worksheet and budget

narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

2. Category 2 applicants can receive priority consideration for applications that:

- a. Provide assessment of local demand for employees in the geographic areas to which incarcerated individuals are likely to return, as well as job-training grants that look at the local labor/job markets in communities where individuals leaving incarceration are returning.
- b. Conduct individualized reentry career planning upon the start of incarceration or post-release employment planning for each individual served under the grant.
- c. Demonstrate connections to employers within the local community; and
- d. Track and monitor employment outcomes.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00106-PROD	Category 1: Improving Correctional Education	7	\$900,000.00	10/3/22 12:00 AM	36
C-BJA-2022-00107-PROD	Category 2: Improving Employment Services and Connections	17	\$900,000.00	10/3/22 12:00 AM	36

Awards, Amounts and Durations

Period of Performance Start Date
10/3/22 12:00 AM

Period of Performance Duration (Months)
36

Anticipated Total Amount to be Awarded Under Solicitation
\$21,600,000.00

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's

overall management of the award, and the award-funded work's progress, when making continuation award decisions.

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Types of Awards

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Applicants must budget funding to travel to DOJ-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for teams of three to attend two meetings for 3 days each in Washington, D.C.

All grantees will access up to \$100,000 until an action plan is approved by BJA during the first 6 months of the grant period after the final budget is approved.

Unallowable uses for Award Funds

In addition to the unallowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Vehicles
- Food and beverage

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

Application and Submission Information

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)
- MOU with Correctional Agency

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

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

The SF-424 must be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F. of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order \(E.O.\) 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”)

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

If the applicant is seeking priority consideration, the applicant **must** provide the following information:

- Which priority consideration is being sought: 1(A), 1(B), or both.
- What page(s) in the proposal narrative provide documentation of the applicant's plan to respond to the priority consideration.

- For applicants seeking priority consideration 1(B), who is the proposed subawardee to receive the funding and the amount of funds proposed.
- For the Category 2 program-specific priority consideration, please address the following:
 - Provide an assessment of local demand for employees in the geographic areas to which incarcerated individuals are likely to return, as well as job-training grants that look at the local labor/job markets in communities where individuals leaving incarceration are returning.
 - Conduct individualized reentry career planning upon the start of incarceration or post-release employment planning for each individual served under the grant.
 - Demonstrate connections to employers within the local community; and
 - Track and monitor employment outcomes.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

The following sections must be included as part of the proposal narrative:

a. Description of the Issue

Category 1:

- Describe the current process, including timing, tools used, and staff responsible, for assessing incarcerated individuals for their educational attainment needs.
- Describe the range and type of educational services currently available to incarcerated individuals in correctional facilities.
- Discuss how individuals are currently prioritized for educational programming and services in correctional facilities.
- To the extent that data are available, discuss what percentage of people who are assessed as needing educational services currently receive them.
- Discuss any existing or proposed partnerships with educational, vocational, or employment training organizations.
- Discuss the physical and programming space available within the correctional facilities to support the proposed educational, vocational, and/or employment-related training.
- Discuss the physical and programming space available within the correctional facilities to support the proposed educational and/or vocational services and programming.

Category 2:

- Describe the current process, including timing, tools used, and staff responsible, for assessing incarcerated individuals for their job readiness and criminogenic risk and needs.
- Describe the range and type of employment-related services currently available to incarcerated individuals in correctional facilities, including the process for matchmaking incarcerated persons to programs that relate to their work experience/skills.
- Discuss how individuals are currently prioritized for employment-related services in correctional facilities.
- Name, justify, and describe the communities to which incarcerated individuals will return upon release from incarceration.
- Document the job market analysis conducted by the applicant or the process that will be used to identify which industries and job types are in demand by local employers.
- Document any existing partnerships with specific employers or groups of employers.
- Discuss any existing or proposed partnerships with educational, vocational, or employment-training organizations.
- Discuss the physical and programming space available within the correctional facilities to support the proposed employment-related training and services.

b. Project Design and Implementation

Category 1:

- Address the objectives, deliverables, and allowable uses of funds.
- Describe in detail the target population to receive services, including the number of people to receive services and any demographic distinctions.
- Discuss whether services will be prioritized for people assessed as being at greater risk to recidivate, and if so, how other criminogenic needs will be met.
- Describe the educational and vocational services to be provided.
- Describe where and by whom services will be provided, including if services will be provided by facility or partner agency staff, educational or vocational partners, or by contracted or in-kind service providers.
- Discuss the process the applicant will use to identify and enroll potential participants and match services to their identified needs, including for learning disabilities and dyslexia.
 - Describe how educational/vocational service providers and corrections operational and security staff will appropriately share information about incarcerated individuals' risk/needs/readiness/participation in programs.
 - Discuss robust transitional services to be provided to individuals upon release from incarceration into the community, who will provide those services, and how information will be collected about service provision.
 - If applicable, describe the partnership with an evaluator.
 - Identify and define the baseline recidivism rate for the target population.
- State the intended ratio between instructors and participants.
- Describe any training curriculum components and methods of delivery.
- If a program currently exists, describe the program costs and recidivism rates of participants. If no program currently exists, detail how the program plan will be based on research on recidivism reduction.
- Describe how the program proposed in this application will interface with the existing reentry process.

Category 2:

- Describe in detail whether any program-specific priority considerations, as specified under Priority Consideration 2, have been met.
- Address the objectives, deliverables, and allowable uses of funds.
- Discuss adherence to the restriction of internet access within correctional settings to ensure public safety and facility security.
- Describe in detail the target population to receive services, including the number of people to receive services and any demographic distinctions.
- Discuss whether services will be prioritized for people assessed as being at greater risk to recidivate, and if so, how other criminogenic needs will be met.
- Describe the employment-related services to be provided.
- Describe where and by whom services will be provided, including if services will be provided by facility or partner agency staff, employment-related partners, or by contracted or in-kind service providers.

- Discuss the process the applicant will use to identify and enroll potential participants and match services to their identified needs.
 - Describe how employment-related service providers and corrections operational and security staff will appropriately share information about incarcerated individuals' risk/needs/readiness/participation in programs.
 - Discuss transitional services to be provided to individuals upon release from incarceration into the community, who will provide those services, and how information will be collected about service provision.
 - If applicable, describe the partnership with an evaluator.
 - Identify and define the baseline recidivism rate for the target population.
- State the intended ratio between instructors and participants.
- Describe any training curriculum components and methods of delivery.
- If a program currently exists, describe the program costs and recidivism rates of participants. If no program currently exists, detail how the program plan will be based on research on recidivism reduction.
- Describe how the program proposed in this application will interface with the existing reentry process.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project (s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

c. Capabilities and Competencies

All Categories:

- Describe the organizational structure, capabilities, and competencies of the applicant and other key partners.
- Describe the management structure and staffing of the project, identifying the agency responsible for the program and the grant coordinator.
- Describe the competencies/qualifications of individuals who will provide the educational, vocational, and employment-related services, as well as other services, including transitional services.
- Discuss the history of collaboration with proposed partners. The extent to which the applicant is able to demonstrate partnership(s) with institutional and/or community corrections agencies, access to participants within correctional facilities prior to release, and partnerships with institutional and/or community corrections agencies and educational and vocational providers to share data for performance measurement purposes will be key factors in assessing the strength of the application.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30 percent of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

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

All Categories:

- Describe the plan to track program outcomes for at least 12 months following the release of program participants from incarceration. The plan should:
 - Identify data and information that will be collected, and by whom.
 - Describe how performance will be documented, monitored, impacted, and evaluated.

- Identify objectives for program development, implementation, and outcomes.
- Describe the process for assessing the program's effectiveness through the collection and reporting of the required performance metrics data.
- Discuss how the program will be sustained after federal funding ends.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the program's goals, objectives, deliverables, and timelines in the JustGrants web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30% of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Nonprofit organizations and noncorrectional government applicants must include as an attachment a memorandum of agreement or understanding (MOA or MOU) that clearly demonstrates an established, collaborative relationship between the applicant and the correctional agencies that: (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population, and (2) oversee community corrections (probation and/or parole) for the target population. The MOAs/MOUs must include the following information:

1. The roles and responsibilities for staff from both agencies involved in the program.
2. Terms of access to the correctional facility or facilities for program staff. (If applicants are unable to conduct in-reach into correctional facilities, the application should explain the reason(s) why such access is not practicable.)
3. Information on prerelease programming and interventions provided by the correctional agency to each participant.
4. The data elements and performance measures that the partnering agencies will provide — or assist the grantee in obtaining — for the purpose of measuring the impact of grant activities.
5. Describe the evidence-based programming and/or intervention for the target population.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

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

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information

How to Apply

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants in JustGrants.usdoj.gov.

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 8:59PM EST June 7, 2022.

The **full application** must be submitted in JustGrants by 8:59PM EST June 13, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevents application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov — Contact the [Grants.gov Customer Support Hotline](#).
- SAM.gov — Contact the [SAM Help Desk \(Federal Service Desk\)](#).
- JustGrants — Contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175.

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit their application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier (UEI), and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

a. Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Description of the Issue (15%) — Evaluate the applicant’s understanding of the program/issue to be addressed.
2. Project Design and Implementation (35%) — Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%) — Evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (10%) — Evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) — Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

b. Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned), available funding, past performance, and the extent to which the budget worksheet and budget narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.

- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "Program Description" section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, *semi-annual* performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Application Checklist

Improving Reentry Education and Employment Outcomes

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov:

- Confirm your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

To register in Grants.gov:

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting

available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$900,000

Review Eligibility Requirement:

- State governments
- City or township governments
- County governments
- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If no Grants.gov receipt and validation, or if error notifications are received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#) webpage, or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants

- Proceed to complete application in JustGrants

Content of Application Submission: Critical Application Elements

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- MOU with Correctional Agency

Budget and Associated Documentation:

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

Disclosure of Process related to Executive Compensation (if applicable) (see [OJP Grant Application Resource Guide](#))

Additional Application Components:

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable)

(see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances:

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

If no JustGrants application submission, validation, or if error notifications are received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.