

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



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BJA FY 2023 Second Chance Act Training and Technical Assistance Program

**Assistance Listing Number #** 16.812

**Grants.gov Opportunity Number:** O-BJA-2023-171780

**Solicitation Release Date:** May 31, 2023 5:00 PM ET

**Step 1: Application Grants.gov Deadline:** July 25, 2023 8:59 PM ET

**Step 2: Application JustGrants Deadline:** August 1, 2023 8:59 PM ET

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## 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 Second Chance Act of 2007 (SCA, Pub. L. 110-199), which was reauthorized in 2018 through the First Step Act (P.L. 115-391), provides a comprehensive response to the large number of incarcerated adults and juveniles who leave prisons, jails, and juvenile residential facilities and return to communities across the nation. It is designed to help communities develop and implement comprehensive and collaborative strategies that address the challenges posed by reentry and encourage recidivism reduction. Within this context, "reentry" is not a specific program but rather an evidence-based process that starts when a person is incarcerated and ends when they have been successfully reintegrated in his or her community as a law-abiding citizen. The reentry process includes the delivery of evidence-based programs and services in both pre- and post-release settings to address common challenges to reentry, such as housing, health, education, and employment.

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) seeks applications for funding to deliver training and technical assistance to SCA grantees and the field. Up to four organizations will be funded, one for each of the following categories:

- Category 1: National Reentry Resource Center (NRRC)
- Category 2: Corrections and Community Engagement
- Category 3: Health and Housing

- Category 4: Education and Employment

This program furthers DOJ's mission by improving public safety, reducing violent crime, and increasing community trust.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for 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-BA-2023-00097-PROD	NRRC	1	3,000,000	10/1/23 12:00 AM	36
C-BA-2023-00098-PROD	Corrections and Community Engagement	1	2,000,000	10/1/23 12:00 AM	36
C-BA-2023-00099-PROD	Health and Housing	1	2,750,000	10/1/23 12:00 AM	36
C-BA-2023-00100-PROD	Education and Employment	1	2,000,000	10/1/23 12:00 AM	36

**Eligible Applicants:**

For profit organizations other than small businesses, Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Small business

BA 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 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center, at 800-851-3240, 301-240-6310 (TTY for hearing impaired callers only), or [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time( ET) Monday-Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

## Pre-application Information Session

BJA will hold a solicitation webinar that will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. The date/time for this webinar will be posted on the BJA website at <https://bja.ojp.gov/>. Interested applicants will need to register for the webinar and a link will be provided, once posted. To use the time most efficiently, BJA encourages webinar attendees to review the solicitation prior to the webinar and be prepared to submit any questions in the webinar chat.

## Submission Information

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**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>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a 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](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24

hours a day, 7 days a week, except on federal holidays.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov) by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

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. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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## 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.

With this solicitation, BJA seeks to fund up to four organizations to deliver training and technical assistance to SCA grantees and the field. It includes four categories for funding:

- Category 1: National Reentry Resource Center
- Category 2: Corrections and Community Engagement
- Category 3: Health and Housing
- Category 4: Education and Employment

### Statutory Authority

- Pub. L. No. 110-115, Sec. 115 (codified at 34 U.S.C. 60511); Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4536)—SCA tech careers (sec. 115)
- Pub. L. No. 110-199, Sec. 201 (codified at 34 U.S.C. 60521); Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4536)—SCA Collaboration (sec. 201)
- Pub. L. No. 110-199, Sec. 211 (codified at 34 U.S.C. 60531); Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4536)—SCA mentoring (sec. 211)
- Pub. L. No. 117-328; 136 Stat. 4459, 4536–4537 —Pay for Success
- Pub. L. No. 90-351, Title I, Part OO (codified at 34 U.S.C. 10751–10755)—Crisis Stabilization and Community Reentry
- Pub. L. No. 90-351, Title I, Sec. 2976 (codified at 34 U.S.C. 10631); Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4536)—SCA demo (sec. 101)

### Specific Information

Second Chance Act (SCA) funding helps jurisdictions develop, implement, and test strategies and programs to assist youth and adults as they transition out of detention and incarceration and reenter into their communities. The Office of Juvenile Justice and Delinquency Prevention directs programs in support of youth in reentry, and BJA directs programs in support of adults in reentry. They work in close collaboration. With funds appropriated under the SCA:



No. 1: BJA awards grants directly to state and local governments, federally recognized Indian tribes, and nonprofit organizations to provide and improve reentry services with the goal of reducing recidivism. BJA grant opportunities for jurisdictions and nonprofit organizations are competed as individual solicitations at [BJA's website](#).

BJA's FY 2023 Second Chance Act grant opportunities are: Smart Reentry; Community Reentry; Community Reentry Incubator Initiative; Improving Adult Reentry, Education, and Employment Outcomes; Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry; Pay for Success; and Improving Adult and Youth Crisis Stabilization and Community Reentry Program. Applicants may visit the [NRRC website](#) to learn more about each SCA program track and specific grantees, and monitor [www.bja.gov](http://www.bja.gov) for the individual grant opportunities.

No. 2: BJA administers a National Adult and Juvenile Reentry Resource Center ("National Reentry Resource Center") to serve as a reentry clearinghouse to criminal justice practitioners, stakeholders, and SCA grantees, as well as provide coordination support within SCA programs (Category 1).

The National Reentry Resource Center (NRRC) is required by statute and was established in 2009. It serves as primary source of information and guidance in reentry, advancing the use of evidence-based practices and policies by creating a network of practitioners, researchers, and policymakers invested in reducing recidivism. The NRRC serves as a coordinator and convener of SCA grantees and training and technical assistance (TTA) providers.

No.3: BJA funds TTA to provide subject expertise and project management support to those grantees as well as to advance the field (Categories 2–4).

BJA's SCA grants are organized into three categories according to topic. Through this solicitation, BJA seeks three TTA providers, one to support each of the three categories (solicitation categories 2–4, in addition to the NRRC in category 1). Applicants may apply to more than one category and must submit an application for each category to which they wish to apply. The three categories are: Corrections and Community Engagement, Health and Housing, and Education and Employment.

Selected TTA providers will support grantees to accomplish their specific grant-funded projects and will also support the field at large by responding to ad hoc requests and producing resources to advance knowledge and practice.

Selected TTA providers will be expected to represent and serve as the lead TTA provider to the field under this category. They will work to address challenges and develop solutions for the field at large, in part by the deep experience they already have and through their intense work with BJA grantees.

To that end, applicants should propose activities to spend one half of the resources and budget on TTA to BJA-funded grantees and the other half on resource development for and TTA to the field.

The NRRC and the SCA TTA providers will operate as a hub-and-spoke model to serve SCA grantees as well as the field at large. The NRRC will serve as the hub, curating and maintaining the clearinghouse website of reentry-related resources for the field and serving as a convener of SCA grantees and TTA providers. The Category 2–4 TTA providers will serve as spokes, covering specific topics that intersect with reentry; each will provide project management and content expertise to a subset of SCA grantees focused on those topics and develop resources to promote evidence-based and other promising practices to the field. BJA will manage the NRRC and the TTA providers; all will be expected to work collaboratively.

Mechanisms for providing TTA may include conference calls, virtual and onsite consultation, video conferencing, webinars, publications, peer-to-peer learning sessions, coaching, communities of practice, customized resource packets, facilitated sessions, trainings/national conferences, policy academies, and guided planning, among others.

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) also uses SCA appropriations to administer grant programs and training and technical assistance. Those efforts are competed under separate solicitations and designed to help strengthen families and help youth to overcome barriers to successful reentry. Applicants with expertise in juvenile justice and interested in supporting SCA grantees focusing on youth and young adults should pursue funding opportunities—both for jurisdictions and as TTA providers—offered by OJJDP at [ojjdp.ojp.gov/funding](http://ojjdp.ojp.gov/funding). The NRRC will be responsible for collaborating with all SCA TTA providers, including the one selected by OJJDP.

BJA's overall TTA delivery expectations include the following:

1. Individualized, efficient, and consistent delivery of TTA in order to assist grantees in accomplishing their goals by the end of their project periods.
  - a. With each grantee, develop individualized TTA work plans based on its goals outlined in the funded application. Work plans should include checklists to help grantees execute key tasks (e.g., developing a researcher-practitioner partnership). Please note that BJA may require the selected provider to submit for review and approval proposed TTA plans, protocols, or strategies in advance of dissemination and implementation with grantees.
  - b. For grantees requiring completion of a planning and implementation (P&I) guide, provide TTA in completing the guide so grantees are able to address governance, program design, data collection and evaluation, and sustainability. Assess grantees' progress in achieving their grant goals. The TTA provider must submit proposed modifications of the P&I guide to BJA for review and approval prior to distributing to grantees.
  - c. Assign each grantee a TTA lead/coach to assess and identify grantee TTA needs, including a summary of the findings for the grantee and recommended next steps, to improve program performance to be shared with BJA. Each coach should have the skills, expertise, and time needed to move their assigned grantees toward their goals. TTA coaches should have consistent, scheduled monthly calls with grantees. Email check-ins may be substituted occasionally, as logistics require. Assigned coaches must provide follow-up information regarding the grantee's implementation of the recommendations that were provided.
    - i. All coaches must be on staff at the primary applicant's, or a proposed subrecipient's, organization. Applicants must specify where coaches will come from in the proposal.
    - ii. Prior to assigning coaches, the awarded applicant must provide to BJA a list of TTA coaches/consultants and their expertise.

- d. The selected TTA providers must undertake efforts to anticipate, quickly identify, and address challenges that arise during TTA delivery. When challenges arise, the TTA providers should engage in strategies like case conferencing to harness the collective knowledge of TTA coaches.

2. TTA provider staff are expected to have sufficient subject expertise to assist grantees in the execution of their projects. The staff should have the necessary technical skill sets and experience to effectively coach grantees and assist them in reaching their goals.

3. There are occasions where an external expert will be required. To this end, the TTA provider must utilize a range of local and national subject experts approved by BJA and including practitioners, academics, and federal partners. The TTA provider must identify and maintain a list of subject experts whose expertise and experience best fit the needs of the grantees. With BJA's approval, the TTA providers will assign experts as TTA consultants to assist grantees and report on and monitor the TTA provided. The roles of the subject experts will vary across engagements, so TTA providers must develop protocols to define the scope of the role of the subject experts, when needed (e.g., advisor to TTA provider, direct assistance to grantees, participating in webinars). BJA will consider and approve experts based on how their skills and experience align with the engagement as scoped. The TTA provider must provide written reports to BJA on the TTA provided and the status of ongoing activities.

4. For grantees for whom evaluation is a requirement, the TTA provider must routinely engage them on their evaluation activities process, including data collection, providing guidance on the evaluation plan to ensure quality design, relationship with and feedback from evaluators, and evaluation plan progress.

5. The TTA providers must participate in ongoing collaboration and coordination. They should emphasize and actively engage in cross-organizational coordination, including:

- a. Coordination in local jurisdictions. The TTA providers must be both aware of and in touch with other key, overlapping initiatives and TTA providers in the jurisdictions in which they are providing assistance.
- b. Coordination with federal partners. The TTA providers must support BJA's coordination with federal partners and support strategies related to the subject.
- c. Coordination across interest groups. The TTA providers must develop regular meetings (e.g., quarterly stakeholder meeting, annual advisory board meeting) to allow for ongoing dialogue among relevant partners, including, at a minimum, public/private partnerships and special interest groups (e.g., peer support community).

6. The TTA providers must receive and respond to ad hoc requests from practitioners in consultation with BJA. The providers should prioritize assistance to those that identify themselves as unfunded applicants. Not all ad hoc responses require an extensive response—some might require referral to resources or connection with other agencies for collaboration—but a limited number will require more thorough exploration and response. TTA providers must design a process to evaluate requests for limited assistance; triage requests that are received and respond to them efficiently and effectively; and produce regular written reports that summarize the support provided on a timeline determined in consultation with BJA upon award.

7. The TTA providers must serve as a thought leader and information clearinghouse for relevant research and best practices. They must:

- a. Create knowledge diffusion products (e.g., fact sheets, webinars) and

disseminate them through BJA's networks. Efforts must be made to develop a strategy to coordinate with other TTA providers and federal partners in order to minimize duplication of efforts.

- b. Convene grantee learning communities, based on their respective projects/ programs, to explore best practices and lessons learned.
- c. Disseminate best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.

8. The TTA providers must proactively build field knowledge and capacity in the subject of the category in which they are awarded. This includes coordinating and supporting a presence at national meetings and conferences via workshops, panel presentations, and briefings, as well as support for federal partner convenings. They must:

- a. Coordinate all TTA activities with BJA and other OJP offices (e.g., OJJDP) to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA grant funding.
- b. Assist grantees in the collection of performance measure data for submission to the Performance Measurement Tool (PMT), working in collaboration with the local research partners, when relevant.
- c. Based on performance reporting trends and TTA needs assessments, propose to and work with BJA on tailoring the TTA strategy to meet emerging needs and trends.

9. Maintain a listserv of grantees, subgrantees, and key contacts responsible for undertaking grant and related activities, including interested state, local, and tribal contacts, as well as federal and national partners.

10. TTA providers may be required to participate in BJA's GrantStat and mini-GrantStat. Through GrantStat, BJA management and staff examine the performance of BJA-funded grant programs by tracking grantee program/project performance using several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enable BJA and our TTA partners to be held accountable for the grantees and the program's/project's performance as measured against the program/project objectives.

NOTE: In their proposals, applicants are expected to address the solicitation's objectives and requirements both above in the Overview section and below in the category-specific sections.

## **Goals, Objectives, and Deliverables**

The goals, objectives, and deliverables are directly related to the performance measures that show the completed work results as discussed in the, 'Application and Submission' section.

### ***Category 1: National Reentry Resource Center***

#### Category 1 Goals

The primary goal of the NRRC is to advance knowledge and practice of the reentry field by identifying and promoting evidence-based practices and supporting innovation, serve as the centralized coordinator of the SCA TTA providers and grantees, and educate correctional leaders, service providers, and the public about reentry issues.

### Category 1 Objectives

The objectives of the NRRC are the following:

- Serve as a centralized online location for reentry information for dissemination to the field that includes a mechanism for online technical assistance (TA).
- Provide overall education and other reentry and recidivism reduction resources to various audiences that include tribes, state and local government agencies, U.S. territories, service providers, nonprofit organizations (including faith-based and community organizations), corrections institutions, people returning home to their communities from incarceration, and other stakeholder groups.
- Support BJA, SCA TTA providers, and federal interagency initiatives by translating their products and initiatives to the field.

### Category 1 Deliverables

The NRRC provider will complete the following deliverables in coordination with BJA:

- Coordinate across the SCA TTA providers:
  - Coordinate all SCA TTA activities with each TTA provider and BJA to ensure coordinated delivery of services.
  - Develop a communication strategy to market TTA learning opportunities and showcase the TTA work and the grantees' activities and achievements.
  - Collect, distribute, and maintain project-specific communication, articles of interest, reports, and other information from and relevant to SCA TTA providers.
  - Coordinate quarterly collaborative TTA conference calls, including preparing agendas and briefing materials, and develop and distribute meeting summaries.
  - Collaborate with BJA and other TTA providers to establish a protocol for collecting appropriate performance measures data from SCA grantees to determine the effectiveness of the policies and programs implemented with SCA TTA and site-based funding. Produce an annual report summarizing the performance data.
  - Build state and local communities of practice (CoP) to further the use of intensive technical assistance based upon the concepts of the [Reentry Toolkit](#). Collaborate with BJA on new trends, meaningful ideation, and holistic brainstorming to meet the needs of grantees, microgrants, TTA providers, and the field at large.
  - Ensure projects are planned and implemented to avoid overlap and duplicative efforts.
  - Assist in editing all SCA TTA reports and publications.
  - Coordinate TTA activities with BJA's National Training and Technical Assistance Center.
- Serve as a thought-leader to drive the reentry field forward and further the adoption of effective and evidence-based reentry practices. Serve as trainer and information clearing house for relevant research and best practices.
  - Create knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA networks. Note: Efforts must be made to coordinate with TTA providers and other federal partners to avoid duplication of efforts.
  - Disseminate best practices and lessons learned by attending and presenting at relevant national, state, local, tribal, or other conferences and events.
  - Proactively build field knowledge and capacity by disseminating best practices and lessons learned. This includes TTA strategies and specific topics.

- TTA strategies include facilitating, attending, and supporting a presence at national meetings and conferences via workshops, panel presentations, and briefings in collaboration with the SCA TTA providers and BJA.
  - Develop and disseminate resources on topics that include gender responsive and trauma-informed approaches, reentry resources for people incarcerated as juveniles to life without parole, and combating misinformation on voter eligibility. For example, develop and disseminate resources that explain state-specific voter rights for incarcerated persons and promote strategies for expanding voter registration and access to the ballot box within local jails.
  - Serve as a facilitator to and provide reentry resources for people who have been exonerated by BJA-funded efforts and others.
- Maintain and enhance the [NRRC website](#).
  - Identify new content on reentry resources, events, and funding opportunities to include on the website.
  - Update, maintain, and keep current the [National Reentry Resources Map](#) that includes geographically tagged information pertaining to all SCA and federal partner reentry related grants/investments, information about non-federally funded reentry resources and services, and state-specific collateral consequences.
  - Maintain a listserv that disseminates reentry news and resources to the field (including grantees). Maintain and communicate with a separate listserv of reentry coordinators.
  - Highlight states who have received Section 115 waivers to expand Medicaid coverage through broad advertising, fact sheets, and other means.
- Maintain and keep up to date the following reentry clearinghouses:
  - [National Inventory on Collateral Consequences of Conviction](#): repository of state-level legislative and regulatory collateral consequences. Annual costs of site maintenance and updating information/content are estimated at \$150,000.
  - [National Clean Slate Clearinghouse](#), a repository of state-level legislative information pertaining to juvenile and adult criminal record clearance policies and legal services. Annual costs of maintaining updated content, which is accessible through the NRRC, are estimated at \$130,000.
- Strengthen the network of state reentry coordinators and regularly convene a State Reentry Coordinators' College.
- Identify promising programs and practices for consideration of [CrimeSolutions.gov](#). Develop "lessons learned" materials from both the implementation and evaluation of state and federal reentry initiatives.
- Plan and host in-person reentry national annual conference for up to 1,000 people, to include BJA and other federal partner, SCA TTA providers, and reentry grantees, that advances evidence-based practices and features innovations in the reentry field. Activities may include, but are not limited to, developing agendas, identifying speakers, serving as speakers/staff at the event, and developing materials. Note: This includes overall event logistics associated such as OJP conference approval, securing space, and coordinating participant travel. Grantee and TTA provider travel will be covered by their own BJA awards.
- Collaborate with other BJA and SCA TTA providers to perform the following:
  - Provide support to BJA on federal initiatives, to include federal interagency efforts related to reentry, which may include implementation of federal policy changes. This may include helping to scope or develop resources, promoting meetings and learning opportunities on the NRRC website, providing information or TA to jurisdictions, or responding to requests for reentry-related information. An example of this type of activity is providing support and resources to the field on changes to Medicaid that impact the carceral populations, including implementing Section 1115 waivers.
  - Coordinate with relevant TTA providers to support research-practitioner

partnerships. Collaboration may include providing program-specific expertise to inform training and other informational materials for SCA grantees and their research partners.

- Provide support to/coordinate with [Reentry 2030](#): A national initiative to achieve better and more equitable reentry and reintegration outcomes by engaging states to adopt public, ambitious goals that drive system change. Reentry 2030 is a partnership between the Correctional Leaders Association, the Council of State Governments Justice Center, and JustLeadershipUSA.

## ***Category 2: Corrections and Community Engagement TTA***

### Category 2 Goals

This awardee will serve as the TTA provider to SCA grantees for the following BJA programs and advance the field at large on related topics:

- Smart Reentry: Expanding Jail Programs and Services
- Community-based Reentry
- Community-based Reentry Incubator Initiative

### Category 2 Objectives

- **Corrections:** Work with BJA to develop and provide tools, training, and resources aimed at helping jails and prisons and their correctional leadership, agency supervisors, and staff to implement proposed projects; make decisions and allocate resources; operate and scale programs; and manage individuals and reentry processes with the goal of reducing recidivism. This includes testing and developing strategies to identify people at high risk for violent recidivism and referring to supervision and community-based violence intervention initiatives as appropriate.
- **Communities:** Work with BJA to develop and provide tools, training, and resources aimed at helping community-based organizations to engage with departments of correction and local justice partners, as well as implement or expand evidence-based programs with the goal of reducing recidivism. Provide community-based organizations with tailored resources and tips for partnering with correctional agencies on reentry grants, including strategies for leveraging organizational expertise to meet the needs of underserved and historically marginalized and underserved communities.

## ***Category 3: Health and Housing TTA***

### Category 3 Goals

This awardee will serve as the TTA provider to SCA grantees for the following BJA programs and advance the field at large on related topics:

- Improving Reentry for Adults with Co-occurring Substance Use and Mental Health Disorders
- Adult Reentry, Education, Employment, Treatment, and Recovery Program (Treatment category only)
- Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry
- Pay for Success Initiatives
- Improving Adult and Youth Crisis Stabilization and Community Reentry Programs

### Category 3 Objectives

- Health Service Financing: Provide technical assistance to states and facilities that, through expanded state Medicaid plans, are able to be reimbursed for Medicaid-eligible services provided to approved Medicaid-eligible individuals for some period prior to release. This can include assisting state departments of correction and jails covered by these newly expanded, approved state Medicaid plans in changing their policies and practices to exercise this new coverage option. State and local specific ad hoc technical assistance can be provided, as well as materials developed to assist the field at large.
- Behavioral Health: Increase adoption of evidence-based practices to improve access to health services and treatment for people both prerelease and in reentry with substance use and co-occurring mental health disorders. For example, improve the provision of evidence-based treatment and [collaborative case planning](#) during incarceration and the collaboration, information sharing, and access to community-based services and treatment to ensure that treatment plans and medications established while people were incarcerated will continue post-release. This includes efforts to support continuity of care through case management and peer support. This also includes working with jurisdictions to improve the provision of community-based clinical and recovery supports to reentering adults with substance use and co-occurring mental health disorders who are at risk of or are in need of crisis support through comprehensive and collaborative crisis stabilization and reentry programming.
- Housing: Address the challenges that people in reentry face in securing stable, affordable housing. For example, identify model programs and/or policies that have been successfully implemented and develop resources for people in the field to adopt according to their local circumstances. Applicants should be prepared to work closely with BJA and U.S. Department of Housing and Urban Development to promote strong collaborations between corrections and local continuums of care and housing providers, with the goal that no individuals who were incarcerated will be homeless upon release.
- Family Support: Help corrections and partners translate knowledge about the value of family connections and support into expanded opportunities for adults to maintain, establish, or otherwise address connections and improve family engagement and reintegration post release. This will include targeted efforts to unique reentry challenges among individuals who were incarcerated as youth and are reentering the community as adults.

### ***Category 4: Education and Employment TTA***

#### Category 4 Goals

This awardee will serve as the TTA provider to SCA grantees for the following BJA programs and advance the field at large on related topics:

- Adult Reentry and Employment Strategic Planning and Implementation Program
- Comprehensive Adult Reentry, Education, and Employment to Reduce Recidivism Strategies Program
- Improving Reentry Education and Employment Outcomes Program

#### Category 4 Objectives

- Education: Improve correctional education, prepare adults for meaningful careers, and increase their employability. For example, identify effective strategies to earn high school diplomas and their equivalents, provide postsecondary education, and/or provide career and technical credentialing prior to release. Assist correctional systems and facilities to build partnerships with colleges and universities and expand access to education via Federal Pell Grants.



- Employment: Improve employment by increasing the number of individuals who are work ready and improving fair chance hiring practices to receive them. For example, reduce barriers to occupational licensing, ensure training programs align with local employment opportunities, and conduct an industry analysis of career opportunities that are viable and of value to adults in reentry. Assist jurisdictions to understand labor market needs and create prerelease and post-release education, employment preparation, and training opportunities to increase success for reentrants in both first chance and second chance jobs and economic mobility.

## **Categories 2–4**

### Categories 2–4 Deliverables

The TTA providers will work with BJA staff to provide knowledge, resources, and project management guidance to all BJA-awarded SCA program grantees to meet the objectives and deliverables of their projects. Specifically, the TTA providers will be expected to deliver the following:

- Identify and maintain a list of TTA consultants/subject matter experts whose qualifications, subject matter expertise, and experience can best meet grantees' needs.
- Following approval from BJA, assign a subject matter expert/consultant to each grantee to help them complete their proposed grant activities and align operations with evidence-based best practices relevant to the grant program. Report on and monitor the TTA assistance provided.
- Host webinars related to SCA site-based grant programs, including orientation webinars for each grant program to onboard new grantees within 60 days of their receiving SCA awards, and field-wide webinars to market new funding opportunities.
- Assist grantees during the initial 6 months of the project period to develop an action plan that is updated by the grantees and approved by BJA.
- Work with BJA to develop individualized TTA plans for each grantee based on its project, state of readiness, and other grantee-specific considerations (e.g., staffing).
- Assess grantee performance and provide coaching through monthly calls:
  - Review grantees' progress toward their goals and deliverables in accordance with the project timeline.
  - Spot issues and provide feedback to grantees.
  - Discuss and review draft deliverables and other grant-related materials.
- Assist grantees with collecting and reporting on performance measures and identify and explain trends resulting from the performance measure data submissions.
- Assess grantee capacity for data collection reporting during site visits and phone calls and make recommendations for improvement.
- All BJA grantees submit aggregated data quarterly into BJA's Performance

Management Tool (PMT). These data will be shared with the TTA provider, who will be expected to meet with BJA to interpret the data, identify trends and TTA needs, and recommend adjustments to the TTA strategy for both individual grantees and grantee cohorts to help improve performance.

- Use a dashboard to capture TTA contacts and progress; grant BJA staff access to the dashboard.
- Participate in BJA-led grant performance reviews that track grantee or program performance along several key indicators.
- Assist grantees in disseminating information and updates about their projects within their departments or agencies throughout the life of their projects.
- Collaborate and coordinate with the NRRC TTA provider to do the following:
  - Identify and address grantee evaluation and TTA needs; document and promote evaluation findings.
  - Collect and document lessons learned and other useful examples from the grantees, for the field at large. Disseminate them via publications, media, and conference presentations in collaboration with the NRRC.
- Provide subject matter expertise to, and collaborate with, the NRRC and the other SCA TTA providers on reentry events, such as regional or national conferences for BJA and other federal reentry partners, that advance evidence-based practices and feature innovations in the reentry field. Activities may include, but are not limited to, developing agendas, identifying speakers, serving as speakers/staff at the event, and developing materials.
- Collaborate with the National Institute of Justice grantee evaluating SCA implementation in accordance with the First Step Act.

Work under the guidance of BJA staff to propose and conduct activities that advance the requirements under each category. This may include developing research agendas; synthesizing research; developing practical tools, fact sheets, infographics and videos; and developing curricula. To accomplish this objective, it is anticipated that grantees will need to convene focus groups, listening sessions, expert panels, and more. Then, to disseminate the products resulting from this objective, awardees will need to develop marketing and communication plans and work with BJA to execute these plans, including presentations at conferences and using social media and virtual forums. The TTA providers will coordinate with the NRRC provider to accomplish this requirement.

Note: Awardees may be asked to coordinate TTA activities with BJA's National Training and Technical Assistance Center.

Note: BJA reserves the right to modify work tasks at any time with reasonable advance notice provided to the awardee prior to execution.

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 projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

## Federal Award Information

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00097-PROD	NRRC	1	3,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00098-PROD	Corrections and Community Engagement	1	2,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00099-PROD	Health and Housing	1	2,750,000	10/1/23 12:00 AM	36
C-BJA-2023-00100-PROD	Education and Employment	1	2,000,000	10/1/23 12:00 AM	36

## Awards, Amounts and Durations

### Anticipated Number of Awards

**Anticipated Maximum Dollar Amount of Awards**

\$2,000,000 - \$3,000,000, based on category of competition

**Period of Performance Start Date**

10/1/23

**Period of Performance Duration (Months)**

36

Anticipated Total Amount to be Awarded Under Solicitation

\$9,750,000

**Additional Information**

Pending performance and availability of funds, BJA will look to supplement this award to continue project activities for each year of the award period. Therefore, applicants should propose project plans for the full period of performance (36 months) to align with the complete list of goals, objectives, and deliverables for the relevant category. Applicants should propose a budget that assumes level funding for each year of the award. For example, applicants to Category 1 should propose 36 months of work and a budget of up to \$3,000,000 to complete the first year of that work, up to \$3,000,000 for the second year, and a up to \$3,000,000 for the third year.

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 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.

## **Type of Award**

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

## **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements 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 should propose project plans for the full period of performance (36 months) and a budget that assumes level funding for each year of the award. Pending performance and availability of funds, BJA will look to supplement these awards in future years. For example, applicants to Category 1 should propose 36 months of work and a budget of up to \$3,000,000 to complete the first year of it and each subsequent one for a total of 3 years. In each of the subsequent 2 years of the award period, BJA will consider providing supplemental funding to continue the project activities.

Applicants should propose to activities to spend one half of the resources and budget on TTA to BJA-funded grantees and the other half on TTA to the field.

Technological devices, artificial intelligence, predictive analytics, and other data-driven solutions (“Technological Enhancements”) are increasingly used to augment crime-reduction strategies and efforts. Care must be taken to assess and address any potential bias in these solutions to ensure they protect privacy, civil rights, and civil liberties and promote access to justice. Moreover, communities must have access to information about how these solutions work and a role in determining how they are implemented (“Digital Trust”).

Applicants proposing to utilize grant funds to support technological enhancements must develop a digital trust implementation plan that describes how the applicant will communicate the use of the technology with the applicant’s employees and the community at large. The plan should describe how the technology will be carefully monitored through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety and the criminal justice system. The plan should describe policies and procedures designed to safeguard privacy, civil rights, and civil liberties, and how potential cybersecurity risks are mitigated.

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at <https://www.ojp.gov/funding/financialguidedoj/iii-postawardrequirements#6g3y8>. 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 conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3)

set cost limits, which include a general prohibition of all food and beverage costs.

### **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](#) for 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](#) for 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**

An applicant entity may submit an application in more than one category. Only one application by any particular entity will be considered in each category. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application. For example, an entity may submit applications for Categories 1 and 3, and that entity also be included as a proposed subrecipient in another entity's application for the same or different categories. However, if an entity submits more than one application as the prime recipient for a particular category, then only one of those applications will be considered.

Because reentry requires collaboration among multiple service delivery systems (e.g., corrections, health, housing, education, job training), BJA will accept an application submitted on the behalf of a consortium of providers or entities in order to represent the experience and expertise from all disciplines necessary for successful reentry from corrections to communities.

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

**Notice regarding law enforcement agencies:** 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 2023 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.

## Application and Submission Information

### Content of Application Submission

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 Web-Based Form (The web-based form includes the budget details and the budget narrative.)
- Timeline
- Résumés of Key Personnel Work Product Examples

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

### Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

The SF-424 must be submitted in Grants.gov. It 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 their 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 its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

## **Proposal Narrative**

NOTE: The proposal narrative, timeline, capabilities and competencies, and all other application materials should reflect the full 36-month period of performance to meet all objective and deliverable, with the exception of the budget. Applicants should propose budgets, based on the amount noted for the relevant category above, that assumes level funding for each year of the award. Pending performance and availability of funds, BJA will look to supplement these awards in future years.

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 30 numbered pages. 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 Proposal Narrative must include the following sections:

1. Description of the Issue



- Describe why these proposed activities are necessary (significance/value) or address a need to improve reentry pertaining to the goals and objectives of the relevant category. Include supporting information.

## 2. Project Design and Implementation

- Describe the strategy to address the needs identified in the Description of the Issue. List the activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program's objectives and reach the program's goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when the activities or program milestones are to be accomplished.

## 3. Capabilities and Competencies

- Describe the capabilities and competencies required to accomplish the goals and objectives of the project. Provide details about the qualifications and experience of the applicant entities and key staff therein related to relevant category of competition. Demonstrate knowledge and experience expressly referenced out in the goals, objectives, and deliverables, as well as other chronic and emerging topics related to the category.
- For example, applicants to Category 1, NRRC, should demonstrate knowledge and experience providing education and other reentry and recidivism reduction resources to the target audiences listed above, developing and keeping up to date resource websites, fielding requests for assistance, and coordinating with multiple partners and funders to do so.
- Applicants to Category 2, Corrections and Community Engagement, should demonstrate knowledge and experience related to jail and prison reentry programs, including facility administration, grant project development and implementation, and performance measurement. They should also demonstrate knowledge and experience related to supporting community-based organizations to partner with corrections entities to improve reentry services and outcomes, Including building capacity of those organizations.
- Applicants to Category 3, Health and Housing, should demonstrate knowledge and experience related to continuity of care issues upon reentry, Medicaid funding including state plan options and waivers, implementation of waivers, and related qualification activities for connections between correctional facilities, community providers, and state agencies.
- Applicants to Category 4, Education and Employment, should demonstrate knowledge and expertise about the intersection of reentry and education as well as reentry and employment, including helping correctional systems and facilities build partnerships with colleges and universities and expanding access to education via Federal Pell Grants.

These examples are not exhaustive. Applicants should refer back to the Goals, Objectives, and Deliverables associated with the relevant categories of competition.

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

- Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.
- Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient 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](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

BJA will require award recipients to submit performance measure data in the TTA Reporting Portal and separately submit a quarterly performance in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for the award. A list of performance measure questions for this program can be found [here](#).

#### **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](#).

#### **Goal, Objective and Deliverables**

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

**Goals.** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

**Deliverables.** Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

## **Budget and Associated Documentation**

NOTE: The proposal narrative, timeline, capabilities and competencies, and all other application materials should reflect the full 36-month period of performance to meet all objective and deliverable, with the exception of the budget. Applicants should propose budgets, based on the amount noted for the relevant category above, that assumes level funding for each year of the award. Pending performance and availability of funds, BJA will look to supplement these awards in future years.

### **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

### **Indirect Cost Rate Agreement (if applicable)**

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

### **Consultant Rate**

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

### **Limitation on Employee Compensation; Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

### **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and upload 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 upload a description of the process used to determine executive compensation 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**

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

## **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

- Documentation of Proposed Subrecipients and Procurement Contracts (if any, complete the table)

## **Curriculum Vitae or Resumes**

- Provide resumes of key personnel and/or position descriptions and qualifications relative to their job roles. Identify which staff are considered key project staff.

## **Letters of Support**

Applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet project requirements.

Each Letter of Support should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Letters of Support should be signed and then

submitted as one separate attachment to the application.

### **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 upload documentation of its research and evaluation independence and integrity 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. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. 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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing**

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

#### **Applicant Disclosure and Justification - DOJ High Risk Grantees**

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; 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

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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 July 25, 2023 8:59 PM ET.

The **full application** must be submitted in JustGrants by August 1, 2023 8:59 PM ET.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any 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. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

#### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application**

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be 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

#### 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:

- Description of the Issue (5%)—evaluate the applicant’s understanding of the program/issue to be addressed.
- Project Design and Implementation (40%)—evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
- Capabilities and Competencies (30%)—evaluate the applicant’s administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5%)—evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (20%)—evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

#### 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, if applicable) available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains 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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity 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 entity 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 its organization 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 entity.

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**

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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 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 more information.

## **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, quarterly 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), contact information for Grants.gov, and 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.

## Performance Measures

### **Performance Measures**

Post award, grant recipients will be required to submit performance metric data semiannually through BJA's online Training and Technical Assistance Reporting Portal. More information on the reporting requirements can be found at: <https://bja.ojp.gov/funding/performance-measures/bja-training-and-technical-assistance-providers> .The performance measures can be found at: <https://bja.ojp.gov/performance-measures/tta-deliverableperformance-metrics.pdf>

## Application Checklist

### **Second Chance Act: National Reentry Resource Center & Training and Technical Assistance Program**

This application checklist has been created as an aid in developing an application. For more information, reference [the OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### **Pre-Application**

##### ***Before Registering in Grants.gov:***

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

##### ***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](#))

##### ***Find the Funding Opportunity***

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, 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](#))

##### ***Review the Overview of Post-Award Legal Requirements***

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

##### ***Review the Scope Requirement***

- The federal amount requested is within the allowable limit(s) of \$9,250,000.

**Review Eligibility Requirement:**

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

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**Application Step 1**

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

*Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:*

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

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

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

**Application Step 2**

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***

Budget and Associated Documentation

- **Budget Web-Based form\***
- 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](#))

#### Additional Application Components

- 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](#))
- Memorandum of understanding (if applicable)

#### 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](#))

**\* Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.**

#### Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if*

*error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Standard Solicitation Resources**

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.