

**Serious and Violent Offender
Reentry Initiative
FY 2004
Supplemental Funding
Application**

Registration Deadline: May 14, 2004 (on GMS)
Submission Deadline: May 21, 2004 (on GMS)

These deadlines are firm and will not be extended. Document upload can be time consuming; plan accordingly.

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About OJP

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies, as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within the criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About BJA

The Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs, U.S. Department of Justice, supports innovative programs that strengthen the nation's criminal justice system. Its primary mission is to provide leadership and a range of assistance to local criminal justice strategies to make America's communities safer. BJA accomplishes this mission by providing funding, training, technical assistance, and information to state and community criminal justice programs and by emphasizing the coordination of federal, state, and local efforts. BJA's specific goals are to help communities reduce and prevent crime, violence, and drug abuse and to improve the functioning of the criminal justice system.

About OJJDP

The Office of Juvenile Justice and Delinquency Prevention (OJJDP), a component of the Office of Justice Programs, U.S. Department of Justice, provides national leadership, coordination, and resources to prevent and respond to juvenile delinquency and victimization. OJJDP supports states and communities in their efforts to develop and implement effective and coordinated prevention and intervention programs and to improve the juvenile justice system so that it protects public safety, holds offenders accountable, and provides treatment and rehabilitative services tailored to the needs of juveniles and their families.

About CCDO

The newly established Community Capacity Development Office (CCDO) uses the community strategic planning, crime reduction, and revitalization lessons from Weed and Seed; builds on the strong foundation of Weed and Seed; and infuses many other facets of OJP's operations with that collaborative, grass-roots, local capacity-building approach. The Weed and Seed initiative works with communities using a comprehensive strategy—developed in partnership with local United States Attorney's Offices, police departments, faith-based groups, small businesses, residents, and other key stakeholders—to reduce crime through coordinated law enforcement (weeding) and to improve the quality of life in the community through prevention and neighborhood revitalization (seeding). This program encourages coordination between Serious and Violent Offender Reentry Initiative grantees and local Weed and Seed sites, where many ex-offenders may be returning.

Serious and Violent Offender Reentry Initiative Background

In summer 2002, the Office of Justice Programs (OJP), U.S. Department of Justice, in partnership with multiple federal partners including the U.S. Departments of Labor, Health and Human Services, Housing and Urban Development, Education, and Veterans Affairs, as well as the Social Security Administration, launched the Serious and Violent Offender Reentry Initiative (SVORI). A total of 69 grantees participate in the SVORI Initiative. Funding is used to develop, implement, enhance, and evaluate reentry strategies that will ensure the safety of the community and reduce serious, violent crime and recidivism. The initiative includes the development of model reentry programs that first engage the offenders while incarcerated, and then provide the necessary oversight and support services during the transition back into the community. While the overall goal of the Reentry Initiative is to reduce recidivism, it also seeks to build state and local capacity to offer a coordinated approach that uses dynamic assessment tools to assess areas of risk and need and to address these needs with a range of appropriate services and increased accountability of offenders through strong case management approaches.

Supplemental funding was made available in summer 2003 to provide additional or enhanced mental health and substance abuse treatment services to the targeted population. The SVORI grantees received further assistance through a training and technical assistance strategy. OJP also has commissioned the National Institute of Justice, U.S. Department of Justice, to undertake a process and outcome evaluation to assess SVORI's impact on program participants, and in particular to assess SVORI's impact on recidivism of a sample of program participants.

One of the most unique aspects of this initiative is that its federal partners collaboratively manage it. This collaboration includes funding for the program, technical assistance resources, and information sharing about other initiatives and funds that can support reentry activities at the state and local levels. One of the most critical benefits of the program has been the opportunity to identify barriers to successful reintegration of offenders into the community and to explore ways to change and/or overcome these barriers. As a result, federal partners seek to build on and strengthen practices for replication in other jurisdictions.

About This Solicitation

The U.S. Department of Justice, along with the federal agencies comprising the Serious and Violent Offender Reentry Initiative (SVORI), is pleased to announce the availability of supplemental funds to:

- 1) Support costs associated with upcoming SVORI training.
- 2) Expand or enhance reentry strategies, with a particular emphasis on cross-cutting efforts or efforts that focus on the second and third phases of reentry.
- 3) Strengthen coordination between the SVORI grantees and Weed and Seed communities.

Only those currently receive funding under SVORI are eligible to apply for fiscal year 2004 funds. Funds must be used to enhance or expand activities to occur before June 30, 2006. Please note that these funds are NOT to be used to extend the length of the original SVORI grant award (e.g., extend existing activities such as paying for personnel, contracts, etc.). Rather, these funds are to be used to

bolster and maximize the success in those areas that the site's reentry strategy is making significant progress in and to do so within a 36-month project period. The project period time extension from June 30, 2005, to June 30, 2006, is simply recognition that many of the SVORI grantees experienced start-up delays; the time extension will allow those delayed projects the full 36 months of activity as originally planned.

Purpose of Funding

Applicants may submit proposals under Part 1 and Part 2 or Part 3, but the total budget request cannot exceed \$317,000.

Part 1: Applicants will receive up to \$17,000 to support travel costs associated with SVORI training. All SVORI grantees are eligible for these funds, subject to final budget approval. The purpose of this funding is to improve the operations of all SVORI projects through participation in several training opportunities designed to increase the applicant's ability to implement and sustain its reentry efforts. Resources for travel will be made available to each applicant who can demonstrate that these travel funds will support participation in future SVORI-sponsored trainings. Please reference the SVORI web site (www.ojp.usdoj.gov/reentry/welcome.html) for information on upcoming training events.

Part 2 and Part 3: Approximately 18 applications will be selected to receive Part 2 or Part 3 funding in amounts not to exceed \$300,000 each. Pending availability of funds, more than 18 awards may be made. The purpose of this funding is to build innovative practices, enhance promising practices in specific program areas, or to expand the SVORI effort to build a continuum of support to serve offenders in a new geographic target area in an established Weed and Seed site. SVORI partners seek to build innovations and/or promising practices that will serve as examples for other jurisdictions seeking to build reentry efforts in the future, so the funded activities should be replicable. The planned expenditure of funds must be consistent with the parameters set forth below:

Part 2: FUNDS TO SUPPORT AN INNOVATIVE PRACTICE OR ENHANCEMENT OF A PROMISING PRACTICE IN EX-OFFENDER REENTRY:

Current SVORI grantees may apply for funds to build **one** innovative practice or enhance **one** promising practice being implemented in their reentry strategies in one of two categories:

Category A: Direct Treatment and Continuity of Services for Juveniles and/or Adults; or

Category B: Developing Effective Multi-Disciplinary Partnerships.

Applicants must select one innovative practice they seek to build, using a strong partnership in the current SVORI effort, or select a promising practice that has had demonstrated success (through an evaluation or interim outcome measures) that they seek to enhance with additional SVORI funding. The approach should focus on a specific issue, consistent with the subcategories listed below. It also should be replicable. Applicants under this section must describe how the steps, practices, and evaluation outcomes of this coordination work will be documented and who will be responsible for developing these reports. Subject to U.S. Department of Justice review, information will be disseminated to SVORI grantees through the SVORI web site, in peer-to-peer training, or in periodic publications dedicated to promising

practices in offender reentry. **Applicants can submit a proposal under Category A or Category B, as detailed below, and must select just one of the numbered activities within that category on which to focus this funding.**

Category A: Direct Treatment and Continuity of Services for Juveniles and/or Adults That Result In:

- 1) Increased offender access to services while in the institution in preparation for transition into the community;
- 2) Improved process and tools for offender risk assessments;
- 3) Coordinated case management and service delivery plan during transition from institution to community;
- 4) Delivery of coordinated and ongoing services to special needs offender populations, including mentally ill offenders or offenders with substance abuse problems;
- 5) Strengthening family support systems for adults or for juveniles in relationship to foster care or permanent placements;
- 6) Successful housing placement; or
- 7) Successful participation in and/or completion of pre-employment educational, literacy, or job training skills or job placement.

Category B: Developing Effective Multi-Disciplinary Partnerships That Result In:

- 1) Increased participation of community- and faith-based organizations;
- 2) Increased offender monitoring accountability through ongoing cross-agency communication and coordination planning;
- 3) Significant increases in leveraged support obtained through strategic planning and/or coordination with other reentry initiatives or public/private resources;
- 4) Use of results-based outcomes and/or other evaluation tools with which to measure effectiveness;
- 5) Effective planning resulting in a long-term sustainment of SVORI efforts; or
- 6) Improved cross-agency coordination and communication through use of an Integrated Transition Management Information System.

Part 3: FUNDS TO STRENGTHEN COORDINATION BETWEEN THE SERIOUS AND VIOLENT OFFENDER REENTRY INITIATIVE AND WEED AND SEED COMMUNITIES:

More than 300 communities throughout the country use a comprehensive Weed and Seed strategy—developed in partnership with the local United States Attorney’s Office (USAO), police departments, faith-based groups, juvenile justice organizations, social service providers, community residents, and other key stakeholders—to reduce crime (weeding) and improve neighborhoods through drug and violence prevention and neighborhood revitalization (seeding). To learn more about this program, see the Community Capacity Development Office web site (www.ojp.usdoj.gov/ccdo/).

All SVORI grantees are eligible to apply under this category if they are seeking to expand the geographic target area to an area that is a Weed and Seed designated area and are willing to serve at least 30 more offenders in their SVORI program by increasing the target population to at least 230 offenders. Allowable funding under this section can include subgranting to Weed and Seed fiscal agents to provide program support to enhance coordination efforts between the SVORI project and an existing Weed and Seed site that is implementing an officially recognized Weed and Seed strategy. The resources should use the existing infrastructure, combined with the new resources, to focus on offenders returning to a Weed and Seed community and to build local capacity to work with the following partners: the U.S. Attorney’s Office, the Department of Corrections, juvenile justice agencies, schools, parole or other supervising agencies, and the Weed and Seed Steering Committee. Additional program support activities can include strengthening local coordination of services; identifying local resources to match needs (e.g., involving faith-based organizations to work with families and children of ex-offenders, community policing, or recruiting community mentors), and working with local neighborhood residents/businesses to address concerns. Existing Weed and Seed funds directed at reentry efforts, including faith-based mentoring, community correction programs, and so forth, may be used to increase the coordination capacity of this effort. Requested funds under this section, however, may not supplant these existing funds.

A letter of commitment from the local USAO or the Weed and Seed Site Coordinator must accompany applications submitting proposals under this section. Applications received under this section must describe how the steps, practices, and evaluation outcomes of this coordination work will be documented and who will be responsible for developing these reports. Subject to U.S. Department of Justice review, information will be disseminated on the CCDO (www.ojp.usdoj.gov/ccdo/) and SVORI (www.ojp.usdoj.gov/reentry/) web sites and included in an upcoming Weed and Seed Best Practices publication entitled, *Promising Reentry Strategies in Weed and Seed Communities*.

How to Apply

All applicants MUST register for this program by May 14, 2004, even if they have previously applied for or received funding under any OJP program. The application deadline is May 21, 2004 at 5 p.m. E.T. These deadlines are firm and will not be extended. Document upload can be time consuming; plan accordingly.

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.202, titled "Serious and Violent Offender Reentry Initiative."

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. If you experience difficulties at any point in this process, please call the GMS Help Desk at 1-888-549-9901. Applications submitted via GMS must be in one of the following formats: Microsoft Word (.doc), PDF (.pdf), or text (.txt).

Step 1: Signing On{ TC \11 "}

- If you already have a GMS user ID, proceed to GMS sign in. You will not be considered registered for the solicitation until you have signed on to GMS, entered the appropriate solicitation, and clicked on "apply online." To do so, please proceed to step 2.
- If you do not have a GMS user ID, select "New User? Register Here." After you have completed all of the required information, be sure to click "Create Account" at the bottom of the page and to note your user ID and password, which are case sensitive. Within 2 business days, an e-mail confirmation will be sent to newly registered applicants stating that their user ID and password have been approved for this solicitation and that they are eligible to submit an application.
- Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **An application will not be considered complete until the applicant has provided a valid DUNS number.**
- Applicants should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 2: Selecting/Registering for the Program{ TC \11 "}

- After you have logged onto the system using your user ID and password, click on "Funding Opportunities."
- Select the "Bureau of Justice Assistance" or the "Office of Juvenile Justice and Delinquency Prevention" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in BJA or OJJDP. If you are applying on behalf of a state adult corrections agency whose SVORI grant is managed through the Bureau of Justice Assistance, please register and apply through BJA's FY 2004 Serious and Violent Offender Reentry Solicitation. **(This includes the following state grants managed by the Community Capacity Development Office: Delaware, New Hampshire, Oklahoma, and Rhode Island.)** If you are a

state juvenile justice agency whose SVORI grant is managed through the Office of Juvenile Justice and Delinquency Prevention, please register and apply through OJJDP's FY 2004 Serious and Violent Offender Reentry Solicitation. **(This includes the following state grant managed by the Community Capacity Development Office: Indiana.)**

- From the list of BJA or OJJDP grants, find **"FY 2004 Serious and Violent Offender Reentry Initiative,"** and click "Apply Online."
- Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

Step 3: Completing Overview Information{ TC \11 }

- Select "Application Non-Construction" in the "Type of Submission" section.
- Select "New" in the drop-down box for "Type of Application."
- If your state has a review and comment process under Executive Order 12372 (<http://policy.fws.gov/library/rgeo12372.pdf>), then select either "Yes" and enter the date you made this application available under that review or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372."
- Click "Save and Continue."

Step 4: Completing Applicant Information

- Answer "Yes" or "No" to the question about whether your organization is delinquent on any federal debt.
- The page will prepopulate based on the information you submitted during the registration process. Check this information for accuracy and relevance to your organization, and make any needed changes. Please verify the name, address, and contact information for the Project Director.
- Click "Save and Continue."

Step 5: Completing Project Information{ TC \11 }

- Provide a title that is descriptive of your project, such as "Johnson County Community Prosecution Pilot Program."
- List the geographic areas to be affected by the project.
- Enter start and end dates for the program that fall within the parameters described in the letter from BJA or OJJDP (e.g., 12 months). The start date should be no earlier than 60 days from the application submission date, and the project end date is the same as your FY 2002 Reentry grant.
- Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

- Enter the amount of the grant for which your organization is applying on the federal line under the “Estimated Funding” section.
- Click “Save and Continue.”

Step 6: Uploading Attachments

- You will be asked to upload three attachments to the online application system. (See the Attachments section for detailed instructions.)

Attachment #1 - The Program Narrative

Attachment #2 - The Budget Detail Worksheet and Budget Summary Sheet

Attachment #3 – Reentry Time/Task Plan

- To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads.

Please note: Depending on the size of the attachment and/or your computer’s Internet connection, **this process can take several hours.** The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

- If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.
- Click “Save and Continue.”

Step 7: Completing the Assurances and Certifications{ TC 11 }

- You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements.”
- Read both documents. At the bottom of each one, click the “Accept” button.
- When you have completed and accepted both documents, enter the personal information for the person submitting the application.
- Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.
- Click “Save and Continue.”

Step 8: Reviewing the SF-424{ TC \11 "}

- By answering the questions contained in GMS, you have completed the Standard Form 424 (SF-424) and other forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.
- If you need to make changes to any portion of the application, simply click on that section along the left side of the screen. You **must** be sure to click “Save and Continue” after making any changes.
- When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

- A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete,” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.
- In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until BJA or OJJDP has approved your user ID. **Your user ID will be approved within 2 business days after you begin your application.**

Attachments

Program Narrative (Attachment #1)

Part 1: Prepare a brief explanation of future travel costs associated with trainings consistent with the letter sent in February 2004 regarding upcoming trainings. For applicants only applying for Part 1 travel funding, the program narrative should use 12-point font and be no more than 3 pages long. The narrative should identify where each training will be, when each training will take place, and who attends each session. The narrative also should explain how these trainings will assist the applicant in accomplishing the program goals that were set in the original work plan and application. The narrative should be consistent with the budget calculations and narrative in Attachment #2.

Part 2: Prepare a program narrative that describes the proposed expansion or enhancement of the applicant’s reentry strategy, and identify a special emphasis in ONE subcategory of the following two categories: Category A: Direct Treatment and Continuity of Services for Juveniles and/or Adults or Category B: Developing Effective Multi-Disciplinary Partnerships. Applicants must demonstrate a need to address the identified problem, the strategy to address the problem, and the innovative practice or enhancement to an established promising practice of their reentry strategy. The program narrative may not be more than 20 pages, double-spaced, using 12-point font. It should clearly connect the proposed budget request with the programmatic goals of the program innovation or enhancement and also should explain how the funding would be spent. Finally, the resulting impact of this enhancement also should be articulated. It is advisable that proposals include the participation of a local research/evaluation partner.

Part 3: Describe the proposed expansion of the applicant’s reentry strategy to a new geographic area, including the number of eligible serious and violent offenders returning to the target area. The narrative also should outline specific information about the Weed and Seed community and current partnership and

resources that will be used to build the reentry partnership. It should include discussion of contacts made with the USAO, Weed and Seed Steering Committee, or Weed and Seed Site Coordinator. Applicants must demonstrate a need to provide services in this area and identify the strategy to provide this support. The program narrative may not be more than 20 pages, double-spaced, using 12-point font. It should clearly connect the proposed budget request with the programmatic goals for the program expansion and also should explain how the funding would be spent. Finally, the resulting impact of this expansion should be articulated. It is advisable that proposals include the participation of a local research/evaluation partner.

NOTE: For applicants submitting proposals under Part 1 travel funding and Part 2 Enhancement funding or Part 3 Weed and Seed Coordination, the total combined budget request cannot exceed \$317,000.

THE PROGRAM NARRATIVE (PART 2 OR PART 3) MUST INCLUDE THE FOLLOWING SIX SECTIONS:

1. Project Abstract. Applicants must identify the category and subcategories of Part 2 or Part 3 of this solicitation for which they are applying and briefly explain what they intend to accomplish with the supplemental funding. (1 page)

2. Accomplishments to Date. Applicants must identify what is being done differently because of current SVORI grant funds, including the collaborations and processes among and between the state agencies and the local community organizations. Applicants for this supplemental funding must address the progress made in meeting their goals and objectives for the project over the last 12 months or since the project was funded. Applicants also must briefly describe key successes and challenges that the project has faced, including current issues or problems that necessitate the needed enhancement of the program. (2 pages)

3. Strong Partnership or Promising Practice. Applicants should identify the strong partnership or promising practice they selected as the foundation for their proposed approach under this application. Applicants must state the evidence or data used to make this determination, identify specific results of the partnership or practice, and identify specific partners involved. Most important, applicants should describe how the strong partnership or promising practice will support strategies that will contribute to reduced offender recidivism in the target population. (4 pages)

4. Project Design/Strategy. Applicants must describe in detail the approach that will be used to enhance or expand the reentry strategy in Part 2 or Part 3. The narrative should clearly state the part and applicable category/subcategory selected and identify how the strategy is designed to improve or enhance practice. As applicable, applicants should describe how innovative practices will be implemented in the existing partnership, enhance the promising practice selected, or strengthen coordination with a local Weed and Seed community, as appropriate. This section should express how the results can be used to support replication in other reentry efforts and include how funding will contribute to the overall dissemination of promising practices within the applicant's state and local communities and nationally to the SVORI program. Similar to the assurances made by current grantees in their FY 2002 Reentry applications, applicants must indicate how they plan to sustain the project after the close of the Reentry grant period. (9 pages)

5. Goals and Objectives. Applicants must outline the specific goals and objectives of the project and identify how they relate to the program design. These goals and objectives should respond to the issues in

the problem statement. The objectives also should be specific, measurable, and consistent with SVORI's overall priorities. (2 pages)

Listed below are two examples of appropriate statements:

- To assess 100 percent of the inmate population using the LSI-R to identify serious and violent offenders returning to a specific geographic area;
- To apply services to 100 percent of offenders returning to a specific geographic area for their top criminogenic needs as identified in the LSI-R instrument.

6. Management and Organizational Capability. Applicants must identify the core management team currently in place to implement the SVORI reentry strategy and the proposed enhancement or expansion to the program. This section also should identify how this infrastructure will be enhanced through this funding proposal. For newly funded staff or staff whose role would change with the enhancement or expansion, the section also should include these members' roles, responsibilities, and oversight capacities for the program expansion or enhancement. The section also should discuss how information is currently shared effectively among partners at the state and local levels and how it will be enhanced under this proposal. Last, applicants must explain the link between the organizational capacity and how the specific purpose-area activities outlined in this application will be managed. Similar to the assurance made by grantees in their FY 2002 Reentry applications, applicant must indicate their intent to coordinate all Reentry grant activities with their SVORI partners to the maximum extent possible. (2 pages)

Budget Detail Worksheet and Budget Summary Sheet (Attachment #2)

The applicant must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; (3) is presented with columns showing subtotals for each part under which funds are requested and a total; (4) provides a supporting budget narrative to link costs with project implementation.

A sample Budget Detail Worksheet form is available on OJP's web site (www.ojp.usdoj.gov/forms.htm). Total costs specified in the Budget Detail Worksheet must match the total amount requested.

Note: If the applicant is applying for Part 1 funding and Part 2 or Part 3 funding, the total funding identified on the budget detail worksheet and the budget summary sheet cannot exceed \$317,000.

Applicants must submit **both** a budget worksheet and a budget summary sheet in one file. The budget worksheet provides the detailed computation for each budget item (often in spreadsheet format). The budget summary sheet justifies or explains each budget item and relates it to project activities.

- **Budget Detail Worksheet.** The budget worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.

Note: Total costs specified in the budget detail worksheet must match the total amount requested.

- **Budget Summary Sheet.** The budget summary sheet should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget summary sheet should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Reentry Project Time/Task Plan (Attachment #3)

This attachment must include a project time/task plan that includes the milestones and objectives presented in order of succession in accordance with the project schedule. Activities must be forecast to occur prior to June 30, 2006.

Peer Review

The Part 1 funding request for travel will be reviewed by U.S. Department of Justice staff for appropriate costs and accurate calculations and to ensure that funds will be used for SVORI trainings.

Approximately 18 applications will be selected to receive Part 2 or Part 3 funding in amounts not to exceed \$300,000. More than 18 applications may be awarded pending availability of funds. A committee selected by all the federal partners will evaluate these applications and assign each application a point value based on how well the application presents its proposed plan. Reviewer recommendations are advisory only, and the final award decision will be made by the Assistant Attorney General, Office of Justice Programs, in collaboration with the federal partners.

Selection Criteria

All applicants applying for Part 2 or Part 3 funding will be evaluated and rated by a review panel according to the point system outlined below. Applicants must use the selection criteria headings that appear below as the headings for their program narrative and present information in that order. Please note that applicants also must include the budget detail worksheet and budget summary sheet under "Project Budget." The selection criteria will be used to determine the extent of each applicant's responsiveness to program application requirements, indicators of need, organizational capability, and thoroughness and innovation in responding to strategic issues related to project implementation.

| | |
|--|-----------|
| Accomplishments to Date | 15 points |
| Strong Partnership or Promising Practice | 15 points |
| Project Design/Strategy | 30 points |
| Goals and Objectives | 10 points |
| Management and Organizational Capability | 20 points |
| Project Budget | 10 points |

Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Pub. L. No. 103-62, grantees are required to collect and report data that measure the results of program performance. All

grantees are required to continue collecting the process and outcome measures developed as part of the SVORI effort. In addition, applicants for Part 2 or Part 3 funding should identify additional measures to be collected. In their submission's narrative, applicants are required to address the type of information they will collect, who will collect it, the methods of collection, and how the information will be reported. Grantees also are expected to provide interim data in their semiannual progress reports and to submit the results of their projects as part of their final progress report. Provided below are the performance measures specific to this grant:

- (1) a) Number of offenders in defined high-risk target population (TP).
b) Number of eligible high-risk offenders in all facilities from which TP is drawn.
c) Number of offenders in facilities from which TP is drawn.
- (2) a) Number of offenders in TP assessed or evaluated as requiring services while incarcerated.
b) Number of offenders in TP assessed or evaluated as **not** requiring services while incarcerated.
- (3) Number of offenders in TP receiving services while incarcerated that are referred to service category/categories during community-based transition phase.
- (4) Number of offenders in TP who participated in any of the service categories after release from prison.
- (5) a) Number of offenders in TP employed during first 6 months after release from prison.
b) Number of offenders in TP employed during first 6 months after release from prison that remain employed.
c) Number of offenders in TP enrolled in education or training during the reporting period.
- (6) a) Number of offenders in TP receiving mental health treatment who experienced one or more emotional and/or behavioral problems during the reporting period.
b) Number of days these offenders experienced emotional and/or behavioral problems.
- (7) Number of offenders in TP who had no or reduced substance use.
- (8) Number of offenders in TP with stable housing conditions after release from prison.
- (9) a) Number and type of services provided by faith-based providers.
b) Number and type of services provided by community-based providers.

- (10) a) Number of offenders in TP who completed the program.
b) Number of offenders in TP who did not complete the program.
- (11) Number of offenders in TP who were arrested for a new crime or incarcerated within 1 year of release from prison.

Submission Deadline

All applicants must register for this program by May 14, 2004 even if they have previously applied for or received funding under this program or **any** OJP program. Within 2 business days of registering, BJA or OJJDP will send an e-mail confirmation to registered applicants that their user ID and password have been approved for this program and that they are eligible to submit an application. **The application deadline is May 21, 2004 at 5 p.m. E.T. Faxed or mailed applications or supplemental materials will not be accepted. These deadlines are firm and will not be extended. Document upload can be time consuming; plan accordingly.**

Other Requirements

Audit Requirements

Chapter 19 of the Office of the Comptroller's *Financial Guide* includes new audit requirements as of December 31, 2003. The dollar amount of the audit threshold has changed. Details are available at www.ojp.usdoj.gov/FinGuide/part3-ch19.htm#auditthreshold.

Civil Rights Compliance

All recipients of federal grant funds must comply with all applicable nondiscrimination requirements contained in federal laws. If a court or administrative agency makes a finding against a recipient of funds of discrimination on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs.

Limited English Proficiency

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 Seventh Street, NW, Eighth Floor
Washington, DC 20531

Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Anti-Lobbying Act

The Anti-Lobbying Act (18 U.S.C. § 1913) recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. Part 69) for U.S. Department of Justice grantees to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express prior written approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Confidentiality and Human Subjects Protection

U.S. Department of Justice regulations (28 C.F.R. Part 22) require applicants for OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which personally identifiable information will be collected. In addition to the regulations in Part 22, regulations concerning protection of human subjects are set forth in 28 C.F.R. Part 46. In general, 28 C.F.R. Part 46 requires that all research involving human subjects conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board before funds are expended for that research.

General information regarding Confidentiality and Human Subjects Protection can be found on the National Institute of Justice web site (www.ojp.usdoj.gov/nij/humansubjects). Sample formats of the Privacy Certificate, Transfer Agreement, and Single Project Assurance for submission to BJA can be found on the OJP web site (www.ojp.usdoj.gov/forms.htm).

Additional Information

For general information regarding the Serious and Violent Offender Reentry Initiative, training, and technical assistance, please visit the Office of Justice Programs Reentry home page (www.ojp.usdoj.gov/reentry).

For specific information about this solicitation, contact:

- BJA Grantees: Robert Hendricks at 202-305-1909 or hendrick@ojp.usdoj.gov
- OJJDP Grantees: Thomas Murphy at 202-353-8734 or murphyt@ojp.usdoj.gov
- Weed and Seed Grantees: Mary Breen at 202-616-0289 or breenm@ojp.usdoj.gov

The OJP *Financial Guide*, which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP web site at www.ojp.usdoj.gov/FinGuide. This document governs the administration of funds by all successful applicants and their contractors.

Appendix

Reference Guide

The following information may be of value to SVORI applicants.

For updates on the Serious and Violent Offender Reentry Initiative, including links to federal partners participating in the initiative, federal and national resource information, and materials pertaining to the reentry of offenders, go to the Office of Justice Programs' reentry web site at www.ojp.usdoj.gov/reentry/fnr/nr.html.

Category A

Direct Treatment and Continuity of Services for Juveniles or Adults That Result In: -improved process and tools for offender risk assessments.

The mandate of state prisons and county jails must shift from simple incarceration to managing and directing the eventual release of all inmates in order to reduce the 67-percent recidivism rate. Offenders have complex issues that require good tools to assess risks and needs that are proven indicators of their likelihood to continue to commit crimes.

Assessment tools such as the LSI-R are effective in identifying the criminogenic needs of offenders that are predictors of future recidivism: antisocial behavior; antisocial personality traits; antisocial peers; antisocial values; substance abuse; mental illness; and dysfunctional family.

Comprehensive front-end risk and needs assessments are critical to identifying a state facility with appropriate and relevant treatment services.

Noncriminogenic needs of offenders that when addressed do not show an effect on future recidivism rates are: low self-esteem, anxiety, neighborhood improvements, group cohesiveness, vague personal or emotional problems, and unfocused religious programming.

Assessment instruments such as the LSI-R remain effective risk management tools for post-release supervision and should continue to be used by probation and parole officers.

Recognize that the needs-assessment instruments will identify both static (prior criminal history, age, gender, etc.) and dynamic (substance abuser, unemployed, homeless, etc.) risk factors for an individual. By concentrating resources on the dynamic risk factors, you may significantly reduce the likelihood of recidivating by turning risk indicators into stabilizing supports.

It is critical that the offender's risk level be matched with an appropriate level of intervention to achieve reduced recidivism. Studies indicate that higher levels of service for higher-risk offenders show successful impact and equally with lower levels of service for lower-risk offenders. However, the impact of high-level services on low-risk populations actually has a detrimental impact and increases recidivism.

The National Institute of Corrections web site (<http://nicic.org/>) provides an extensive amount of information on topics such as reentry and community corrections and includes online teleconferences.

**Direct Treatment and Continuity of Services for Juveniles or Adults That Result In:
-improved family support services.**

Connecting prisoners to their families and providing them with skills that help them to reintegrate into their families and communities are essential aspects of successful reentry. Not only have these shown to lower recidivism, but they also influence the impact on children. In particular, the role of fathers needs greater attention.

Families can provide some level of “protective” support that may result in lower recidivism rates among released inmates. One study found that, overall, prisoners with family ties during the period of incarceration do better when released than those without such ties.

A study by the Vera Institute of Justice reported that supportive families were an indicator of success across the board, correlating with lower drug use, greater likelihood of finding jobs, and reduced criminal activity.

According to the Bureau of Justice Statistics, 70 percent of juveniles in state reform institutions grew up in single-parent or no-parent situations, and 53 percent of state prison inmates grew up apart from their fathers.

The National Center on Fathers and Families reports that the typical male prison inmate grew up in a single-parent, mother-headed home and has at least one close relative who has been incarcerated.

**Direct Treatment and Continuity of Services for Juveniles or Adults That Result In:
-successful housing placement.**

The following web site links to a December 2003 publication from the Vera Institute of Justice entitled *Preventing Homelessness Among People Leaving Prison*:
www.vera.org/publications/publications_5.asp?publication_id=209.

**Direct Treatment and Continuity of Services for Juveniles or Adults That Result In:
-delivery of coordinated and ongoing services to special-needs populations, including mentally ill offenders or offenders with substance abuse problems; coordinated case management and service delivery plan effectively implemented during transition from institution to community; and increased offender access to benefits and participation in services while in the institution, in preparation for transition into the community.**

The Criminal Justice/Mental Health Consensus Project is a national effort to help federal, state, and local policymakers and criminal justice and mental health professionals improve the response to people with mental illness who become involved in or are at risk of becoming involved in the criminal justice system. Coordinated by the Council of State Governments (CSG)/Eastern Region Criminal Justice Program, the Consensus Project has brought together staff and members from numerous organizations and associations from across the criminal justice and mental health system. The Consensus Project Report, which was authored by CSG and its project partners,

reflects the results of a series of meetings among 100 of the most respected criminal justice and mental health practitioners in the country. Since the release of the report in June 2002, the Consensus Project has continued to promote practical, flexible approaches to this issue through educational presentations, technical assistance, and the dissemination of information about programs, research, and policy developments in the field. The Consensus Project web site (www.consensusproject.org) provides access to the Project Report, information about relevant research, statistics, web-based resources, and a searchable database of programs from around the country that allows visitors to communicate with program administrators online. In addition, it highlights news from around the field, including new studies, legislation, and other initiatives.

Also for more information, go to the GAINS web site (www.gainsctr.com). One program highlighted by GAINS is the TAMAR Program—an acronym for Trauma, Addictions, Mental Health, and Recovery—in Maryland. In 1998, the Maryland Division of Special Populations was one of 15 sites funded through the Substance Abuse and Mental Health Services Administration’s “Women, Co-Occurring Disorders, and Violence” study. Maryland was the only site to focus on women in the criminal justice system. This pilot project provided a full array of training and clinical services to women with co-occurring substance abuse and psychiatric disorders in detention centers who are traumatized by histories of physical or sexual abuse. Cross-generational issues were addressed by providing coordinated case management across agencies to both mothers and their children. During FY 2000, about 100 women were served through this pilot project. The recidivism rate was less than 3 percent. While federal funding is no longer available, the project continues. In FY 2001, the Maryland Health Administration committed to continue funding the TAMAR Program. Male and female inmates with a serious mental illness, co-occurring substance use disorder, and history of violence are the target population. Eight county detention centers are participating. The TAMAR Program treated approximately 350 individuals in state FY 2001. Upon release, participants in the TAMAR Program may be eligible for rental assistance through Shelter Plus Care funding from the U.S. Department of Housing and Urban Development.

Category B

Developing Effective Multi-Disciplinary Partnerships That Result In:

-increased offender monitoring accountability through ongoing cross-agency (e.g., corrections, court, probation/parole, substance abuse treatment providers, employers, etc.) communication and coordination planning.

The mandate of parole must shift from a dictate of denying parole to a system that employs parole as a public safety tool of oversight and supervision responsibilities to improve the rate of successful transition from prison to community. Following release, community supervision must be provided to every inmate in terms relevant to his/her risk of recidivism and need for assistance. According to a special report by the Bureau of Justice Statistics, probation and parole violators comprised 30 percent of all the offenders in state prison for a violent crime; 56 percent of inmates incarcerated for property offenses; 41 percent for drug offenses; and 85 percent for public order offenses. Collectively, probation and parole violators committed 90,639 violent crimes while being supervised in the community (based on reported convictions).

Using other successful crime-prevention models, prisons and county jails must establish partnerships with community service providers, policymakers, activists, and law enforcement to access resources that minimize the risks posed by newly released inmates.

Recognizing that the first 24-72 hours is a critical time for newly released inmates, prisons and parole must ensure that the inmates “port-of-entry” is controlled and managed.

Partnerships allow for a coordinated strategy, including a continuum of responses for noncompliant behavior. A coordinated strategy can provide a common operating plan for criminal justice system representatives and community service providers to develop a series of immediate, complimentary, and measured responses to encourage compliance.

Weed and Seed Sites

The following resources may be helpful to Weed and Seed continuation sites applying for the Reentry Special Emphasis Area funding or core funding for reentry activities in their FY 2004 applications. This information can assist you in developing programs coordinated with other efforts in your state that are adapted to your local community and your Weed and Seed strategy.

Learn about the specific activities and key contacts

(www.ojp.usdoj.gov/reentry/sar/welcome.html) under the Serious and Violent Offender Reentry Initiative in each state. It is important for Weed and Seed sites to know how to coordinate with the SVORI-funded program in their state.

The Washington State Institute of Public Policy (www.wa.gov/wsipp) is an especially good resource for programs that have been demonstrated to work through evaluations.

The Reentry National Media Outreach Campaign (www.reentrymediaoutreach.org) is designed to support the work of community and faith-based organizations through offering media resources that will facilitate community discussion and decisionmaking about solution-based reentry programs.