



The [U.S. Department of Justice, Office of Justice Programs \(OJP\), Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding for mentoring grants to nonprofit organizations under the Second Chance Act. This program furthers the Department's mission by providing services and programs to facilitate inmates' successful reintegration into society.

Second Chance Act Mentoring Grants to Nonprofit Organizations FY 2010 Competitive Grant Announcement

Eligibility

Applicants are limited to nonprofit organizations and federally recognized Indian tribes (as determined by the Secretary of the Interior and published in the [Federal Register](#)). Applicants must adhere to all of the eligibility and funding requirements of the Second Chance Act.

Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 6)

All applications are due by 8:00 p.m. eastern time on March 18, 2010.
(See "Deadlines: Registration and Application," page 1.)

Contact Information

For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12:00 midnight eastern time.

For assistance with any other requirement of this solicitation, contact Dr. Gary L. Dennis, Senior Policy Advisor for Corrections, at 202-305-9059 or by e-mail at gary.dennis@usdoj.gov.

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to AskBJA@usdoj.gov.

Release Date: January 19, 2010

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Second Chance Act Mentoring Grants to Nonprofit Organizations (CFDA #16.812)

Overview

The Second Chance Act of 2007 ([Pub. L. 110-199](#)) provides a comprehensive response to the increasing number of people who are released from prison and jail and returning to communities. There are currently over 2.3 million individuals serving time in our federal and state prisons, and millions of people cycling through local jails every year. Ninety-five percent of all prisoners incarcerated today will eventually be released and will return to communities. The Second Chance Act will help ensure the transition individuals make from prison or jail to the community is safe and successful. Section 211 of the Act authorizes grants to nonprofit organizations and federally recognized Indian tribes that may be used for mentoring projects to promote the safe and successful reintegration into the community of adults who have been incarcerated.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on March 18, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on March 18, 2010. Please see the “How to Apply” section, page 6, for more details.

Eligibility

Please refer to the cover page of this solicitation for eligibility under this program.

Second Chance Act Mentoring Grants to Nonprofit Organizations— Specific Information

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

The Second Chance Act grant programs are designed to help communities develop and implement comprehensive and collaborative strategies that address the challenges posed by offender reentry and recidivism reduction. “Reentry” is not a specific program, but rather an evidence-based process that starts when an offender is initially incarcerated and ends when the offender has been successfully reintegrated in his or her community as a law-abiding citizen. The reentry process includes the delivery of a variety of evidence-based program services in both a pre- and post-release setting designed to ensure that the transition from prison or jail to the community is safe and successful. Mentoring of offenders can be a significant element of a successful reentry strategy.

The Second Chance Act requires that recidivism be a measure of success in funded programs. For purposes of this solicitation, recidivism is defined as “a return to prison and/or jail with either

a new conviction or as the result of a violation of the terms of supervision within 12 months of initial release.”

The Bureau of Justice Assistance (BJA) and the Office of Juvenile Justice and Delinquency Prevention (OJJDP) are collaborating closely on the Second Chance Act implementation. BJA and OJJDP will continue to collaborate to ensure that both juvenile and adult reentry efforts are supported. Similarly, both BJA and OJJDP are working with the National Institute of Justice in support of the research and evaluation activities called for in the Act. For more information on BJA’s implementation of the Second Chance Act initiatives and Frequently Asked Questions, visit BJA’s Second Chance Act web page at www.ojp.usdoj.gov/BJA/grant/SecondChance.html.

Specific Requirements of the Second Chance Act Mentoring Grants to Nonprofit Organizations

Each proposal must include the following program components:

1. Mentoring offenders during incarceration, through transition back to the community, and post-release.
2. Transitional services to assist in the reintegration of offenders into the community.
3. Training regarding offender and victims issues.

“Mentoring” refers to a developmental relationship in which a more experienced person helps a less experienced person develop an enhanced sense of self-worth and specific knowledge and skills to increase the chance of successful reentry. Mentoring is a process for the informal transmission of knowledge, social capital, and the psychosocial support perceived by the recipient as relevant to work, career, or professional and personal development with the primary goal of preparing an offender (pre-release) for reentry and supporting him/her during the reentry process to enhance success. Mentoring involves communication and is relationship-based. Mentoring can take many forms: it may consist of a one-to-one relationship or can sometimes occur in a smaller group setting. It is anticipated that the mentoring component of a project will be delivered/provided in both a pre-release and post-release environment.

Applicant agencies/organizations are expected to demonstrate their capability to deliver or broker the provision of transitional services proposed to be offered in conjunction with the core mentoring component. Examples of “transitional services” designed to increase success in reentry and thus reduce recidivism might include the establishment of a pre-release mentoring relationship, housing, education, substance abuse treatment, mental health treatment, services to enhance family reunification, job training and readiness, and post-release case management. Per the Second Chance Act, funded mentoring projects should use validated and dynamic assessment tools to determine the risks and needs of offenders included in the project’s target population.

A project proposed under this solicitation **must** have a training component, which must be offered to potential and active mentors. The content should be designed to:

1. Enhance their knowledge of the criminal justice system as a whole.
2. Acquaint them with appropriate governing policy and procedures of the correctional agencies/facilities referring clients.
3. Develop or improve skills such as interpersonal communication to enhance their effectiveness as mentors.
4. Increase awareness and sensitivity of victim-related issues.

5. Provide information on available transitional services and referral procedures to other agencies/organizations.
6. Develop or enhance the level of professionalism and adherence to accepted ethical standards of practice.

Target Population

The target population for the initiative must be a specific subset of the population of individuals aged 18 and older convicted as an adult and imprisoned in a state, local, or tribal prison or jail. For federally recognized Indian tribes, the individuals may be housed in a tribal, regional, county, or local jail pursuant to state or tribal law. Applicants must identify and define the specific subset of offenders, or combination of subsets, that are proposed to be the target population of their project. For example, applicants may choose to specifically target offenders who are:

- A specific demographic or set of demographics (age, gender, etc.).
- Returning to a specific community or neighborhood or zip code.
- Housed in the same facility.
- Assessed/classified as high risk.

Applicants must justify in the proposal the reason for selecting this target population and provide data to support its decision. Applicants should provide the likely minimum number of offenders the project will serve and provide evidence to show that they will have that many offenders released from prison/jail during the timeframe. Applicants also must demonstrate and document an established collaborative relationship with a correctional agency/facility/institution (a letter of commitment or memorandum of understanding must be included with the application).

The Second Chance Act requires applicants to respond to specific performance outcomes related to the long-term goal of stabilizing communities by reducing recidivism and reintegrating offenders into the community. Each grant recipient will be required to report on its progress toward achieving its strategic performance outcomes listed in the Performance Measures section below.

Priority Considerations

The Second Chance Act directs the Department of Justice to give priority consideration to applications that:

1. Include a plan to implement activities that have been demonstrated effective in facilitating the successful reentry of offenders.
2. Include a plan/strategy for recruiting, training, and supervising/monitoring volunteer mentors.
3. Discuss the role of local governmental agencies, other nonprofit organizations, and community stakeholders that will collaborate on project implementation.
4. Provide a description of the evidence-based methodology to be utilized in the delivery of mentoring and other proposed transitional services.
5. Provide a description of how the project could be broadly replicated if demonstrated to be effective.
6. Include a discussion of the role of state or local corrections departments, community corrections agencies, and/or local jail systems in ensuring successful reentry of offenders into their communities and how mentoring/transitional/training services provided under this project will be integrated into the overall reentry strategy.

7. Include a plan to promote the sustainability of the project once federal funding ceases.
8. Provide for an independent evaluation by a qualified evaluator with experience in research with offender populations. Such evaluations should include (to the extent feasible) random assignment of offenders to program delivery and control groups. **Note:** While a proposal including an independent evaluation will receive priority consideration, no award funds may be used for the evaluation.

Appendix 1 contains a list of resources that applicants may find helpful in designing specific reentry interventions as part of a comprehensive program proposal.

Amount and Length of Awards

Awards will be for a period of up to 24 months with the ability for no-cost extensions. A grantee may be eligible for continued funding contingent upon the availability of funds and demonstration of adequate progress toward meeting established goals of the program. Contingent upon the availability of funds and the number of offenders projected to be served, awards of up to \$300,000 will be made.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2009 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget. The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement:

A match is not required, but applicants are strongly encouraged to provide a 25 percent in-kind match in the form of contributions of goods or services that are directly related to the purpose for which the grant was awarded. The applicant must identify the source of the 25 percent non-federal portion of the budget and how the in-kind match will be used.

Example: 75%/25% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What An Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Program Goal: Increase public safety and reduce recidivism.

Objectives	Performance Measures	Data Grantee Provides
Establish or improve the administration of mentoring programs, including the expansion of mentoring strategies and program design.	Percent increase in number of program mentors recruited.	During the reporting period: Number of mentors at beginning of program.
		Number of mentors at close of reporting period.
Enhance and improve the organizational capacity, system efficiency, and cost effectiveness of mentoring programs through training and technical assistance and other strategies.	Percent of program mentors successfully completing training.	Number of mentors.
		Number of trained program mentors.
		Number of mentors successfully completing training.
Improve outcomes for offenders in mentoring programs by establishing and strengthening collaborative community approaches.	Percent of trained program mentors with increased knowledge of the program area.	Number of trained mentors demonstrating increased knowledge of the program area.
	Program mentor retention rate.	Number of mentors who left the program.
	Number of grantees implementing an evidence-based program/practice.*	Evidence-based programs/practices implemented by grantee.
	Percent of offenders retained in the program.	Number of offenders enrolled at the beginning of the program.
		Number of offenders currently enrolled.
	Percent of mentoring programs with active partners.	Number of mentoring programs.
Number of mentoring programs with active partners, including nonprofit service organizations, faith-based organizations, private industry, secondary and post-secondary education providers, vocational training providers, and other active partners.		

	Number of offenders served.	Number of offenders carried over from the previous reporting period, plus new admissions during the current period.
	Percent of offenders completing program requirements.	Number of offenders who exited the program, successfully and unsuccessfully.
		Number of offenders who exited the program having completed program requirements.
	Percent of offenders who offend/reoffend.	Number of offenders re-sentenced to prison with a new conviction.
		Number of offenders who violated conditions of supervised release.
	Percent of offenders exhibiting desired change in the targeted behavior. Targeted behavior targeted will depend on specific program goals.	Number of offenders exhibiting a desired change in targeted behavior.
	Percent of offenders with whom an evidence-based practice was used.	Number of offenders served using an evidence-based practice.
Number of transitional services offered in conjunction with mentoring.	Number of transitional services offered (please specify the type).	

** Evidence-based programs/practices have been shown, through rigorous evaluation and replication, to be effective at preventing/reducing juvenile delinquency, victimization, and related risk factors. They may be derived from a variety of valid source and may include practices adopted by agencies, organizations, and staff that are generally recognized as best practices, based on research literature and the degree to which it is based on a clear, well-articulated theory or conceptual framework for reducing recidivism.*

How to Apply

Applications will be submitted through OJP’s Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1–888–549–9901 (option 3), Monday–Friday from 6:00 a.m. to 12:00 midnight eastern time. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants

for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](http://www.gms.gov) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select the Bureau of Justice Assistance and Second Chance Act Mentoring Grants to Nonprofit Organizations.
5. **Select the Correct Solicitation Title.** Some OJP solicitations posted in GMS contain multiple purpose areas, denoted by the solicitation categories identified in the solicitation title. If you are applying to a solicitation with multiple solicitation categories, you must select the appropriate solicitation title for the intended purpose area of your application. **The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.**
6. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
7. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. These disallowed file types include, but are not limited to the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJA staff (see cover page) **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

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

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 424.

Program Narrative (Attachment 1)

The program narrative must respond to the solicitation and the Selection Criteria (1-3, 5) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 15 pages. Please number pages "1 of 15," "2 of 15," etc. Submissions that do not adhere to the format will be deemed ineligible.

Budget and Budget Narrative (Attachment 2)

Applicants must have a detailed budget (Selection Criteria 4). A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Project Timeline, Position Descriptions, and Letters of Commitment/Memorandum of Understanding (Attachment 3)

Attach a *Project Timeline* that includes each project goal, related objective, activity, expected completion date, responsible person, or organization; *Position Descriptions* for key positions; and *Letters of Commitment/Memoranda of Understanding* from all key partners, detailing the

commitment to work with the applicant organization/agency/tribe to promote the mission of the project.

Tribal Authorizing Resolution (Attachment 4, if applicable)

If an application is being submitted by either 1) a tribe or tribal organization, or 2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes which will be included as a part of the services/assistance provided under the grant.

Selection Criteria

1. Statement of the Problem/Program (20 percent of 100)

- Describe the problems with returning offenders to the community.
- Indicate the jurisdiction or tribal community to be served, include details on the target population and the number of offenders returning to the community, and describe the number and type of offenders in facilities.
- Summarize the basic components of the state, local, or tribal reentry initiative as currently being implemented.
- Describe the existing continuum or menu of services (pre- and post-release) available to offenders corresponding to the individual's risk and need assessment, job development, cognitive behavioral therapy, life skills (including financial training), education, mental health and substance abuse treatment, and family counseling; transitional and permanent housing links; ongoing offender behavior assessments; and data collection and analysis for future efforts.
- Describe how the mentoring program proposed in this project application will interface with the existing reentry process.

2. Program Design and Implementation (30 percent of 100)

- Describe in detail how the mandatory requirements and elements for "Priority Considerations" specified on pages 3-4 will be satisfied.

3. Capabilities/Competencies (30 percent of 100)

- Describe the organizational structure, capabilities, and competencies of the applicant nonprofit organization/agency. This should include a historical perspective on how the organization is positioned to provide mentoring and transitional services throughout the entire reentry process from pre-release to post-release community support.
- Describe the management structure and staffing of the project, identifying the agency responsible for the project and the grant coordinator. BJA strongly encourages applicants to hire a full-time coordinator with a documented history of working with offenders. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project implementation plan.

4. Budget (10 percent of 100)

- Provide a proposed budget and budget narrative that are cost-effective, complete and allowable. If applicable, the budget must indicate how the 25 percent in-kind match will be allocated in the overall budget.

5. Impact/Outcomes, Evaluation, Sustainment, and Plan for Collecting Data for Performance Measures (10 percent of 100)

- Describe the process for assessing the project's effectiveness (see Performance Measures, pages 5-6).
- Identify goals and objectives for program development, implementation, and outcomes.
- Describe how performance will be documented, monitored, and evaluated, and identify the impact of each strategy once implemented.
- Outline what data and information will be collected and describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources for the program.
- Discuss how this project will be integrated into the state and local justice system plans or commitments, how the program will be financially sustained after federal funding ends, and the expected long-term results for the program.
- Describe the strategy/methodology for tracking offenders assigned to the project for as long as they are actively involved.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The Bureau of Justice Assistance may use either internal peer reviewers, external peer reviewers or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Assistance, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

Application Checklist

FY 2010 Second Chance Act Mentoring Grants to Nonprofit Organizations

This application checklist has been created to aid you in developing your application.

Eligibility

- Federally Recognized Tribe (as applicable)
- The Federal Request is within Allowable Limits (\$300,000)

The application contains:

- Program Narrative
- Budget Detail Worksheet
- Budget Narrative

Program Narrative/Abstract Format:

- Double-spaced
- 12-point standard font
- 1" standard margins
- Abstract is 1 page or less
- Narrative is 15 pages or less

Other Required Components:

- Standard 424 Form
- DUNS number
- Project Timeline
- Position Descriptions
- Authorizing Tribal Resolution (if applicable)
- Letters of Support

Appendix 1: Resources

Mentoring as a Component of the Ready4Work program:

Over 60 percent of Ready4Work participants received mentoring as part of their services. Participants who met with a mentor at least once showed stronger outcomes than those who did not participate in mentoring in a number of ways:

- Mentored participants remained in the program longer than un-mentored participants (10.2 months versus 7.2 months).
- Mentored participants were *twice as likely to obtain a job*. After the first encounter, an additional month of meetings between the participant and mentor increased the former's likelihood of finding a job by 53 percent.
- Meeting with a mentor increased a participant's odds of getting a job the next month by 73 percent over participants who did not take advantage of mentoring. An additional month of meetings increased a participant's odds of finding a job by another 7 percent.
- Those who met with a mentor were 56 percent more likely to remain employed for three months than those who did not. An additional month of meetings with a mentor increased the participant's odds of remaining employed three months by 24 percent.

Reference: Bauldry, Shawn and Wendy McClanahan. September 2008. "Ready4Work: Final Research Report." Philadelphia: Public/Private Ventures. Submitted to the Department of Labor: Washington, DC.

www.michpri.com/uploads/uploads/eNews_Documents/MPRI%20eNews%202009_03/Ready4Work%20Final%20Research%20Report.pdf

Mentoring as a Component of the InnerChange Freedom Initiative (IFI) program:

Mentoring was a core program area for all 3 phases of the InnerChange Freedom Initiative and each participant was assigned a mentor for all 3 phases of the initiative. The findings from the evaluation of the IFI showed that:

- IFI graduates were two times less likely to be rearrested. The two-year post-release rearrest rate among InnerChange Freedom Initiative program graduates in Texas was 17.3 percent, compared with 35 percent of the matched comparison group.
- IFI graduates were two-and-a-half times less likely to be re-incarcerated. The two year post-release reincarceration rate among InnerChange Freedom Initiative program graduates in Texas was 8 percent, compared with 20.3 percent of the matched comparison group.
- Contact with a mentor was associated with *lower rates of recidivism*.
- According to the evaluator of the InnerChange Freedom Initiative, Dr. Johnson, mentors were "absolutely critical" to the IFI participant results.
- The IFI participants that *did not* maintain their relationship with the mentors had higher recidivism rates than those who did maintain contact.
- Support and accountability provided by mentors often made the difference between a successful return to society and re-offending.

Reference: Johnson, Byron R. and David B. Larson. 2003. "The InnerChange Freedom Initiative: A Preliminary Evaluation of a Faith-Based Prison Program." Philadelphia: Center for Research on Religion and Urban Civil Society, University of Pennsylvania.

www.pfm.org/media/ifi/Docs/crrucs_innerchange.pdf

Resource References to assist Second Chance: Section 211 Mentoring Applicants

Austin, James, Patricia Hardyman, and John Irwin. 2002. "Exploring the Needs and Risks of the Returning Prisoner Population." Washington, DC: Urban Institute, Justice Policy Center.
www.urban.org/UploadedPDF/410626_ReturningPrisonerPopulation.pdf

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