



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding under the Prisoner Reentry Initiative, coordinated through the U.S. Department of Labor. This program furthers the Department's mission and the President's Prisoner Reentry Initiative by providing services and programs to facilitate inmates' successful reintegration into society.

## **Prisoner Reentry Initiative (PRI) FY 2008 Competitive Grant Announcement**

### **Eligibility**

Applicants are limited to state government agencies, including state Departments of Corrections and State Criminal Justice Administering Agencies, and federally recognized Indian tribes.  
(See "Eligibility," page 1)

### **Deadline**

All applications are due by 8:00 p.m. e.t. on January 8, 2008.  
(See "Deadline: Applications," page 1)

### **Contact Information**

For assistance with the requirements of this solicitation, contact: Thurston Bryant, Policy Advisor, at 202-514-8082 or [thurston.bryant@usdoj.gov](mailto:thurston.bryant@usdoj.gov).

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**Grants.gov announcement number: BJA-2008-1742**  
**Release date: December 12, 2007**

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# Prisoner Reentry Initiative CFDA #16.202

## Overview of the Prisoner Reentry Initiative

Authorized by 42 U.S.C. § 3797w(a), the Prisoner Reentry Initiative (PRI) strengthens communities characterized by large numbers of returning prisoners. With the support of several federal agencies, PRI is designed to reduce recidivism by helping returning offenders find work and access other critical services in their communities.

## Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) register yourself as an Authorized Organization Representative (AOR), and 3) be authorized as an AOR in your organization. For more information, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

## Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on January 8, 2008.

## Eligibility

State government agencies, including state Departments of Corrections (DOCs) and State Criminal Justice Administering Agencies with jurisdiction over a single urban community, and federally recognized Indian tribes with jurisdiction over a single urban community are eligible to apply.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:** All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

# Prisoner Reentry Initiative-Specific Information

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

PRI strengthens communities characterized by large numbers of returning offenders. With the support of several federal agencies, PRI is designed to reduce recidivism by helping returning offenders find work and access other critical services in their communities. The Bureau of Justice Assistance (BJA) will award grants to state agencies to provide pre-release assessment, programming and services, transition planning, and post-release supervision and coordination of services for offenders returning to communities.

For more information on PRI activities, go to [www.reentry.gov](http://www.reentry.gov).

## **Target Population**

PRI's target population includes individuals ages 18 and older convicted as an adult and imprisoned in a state or tribal prison or a tribal, regional, county, or local jail pursuant to state or tribal law. Individuals convicted of a sexual offense are not eligible for services under this grant.

## **Award Phases, Amounts, and Lengths**

PRI supports strategies to deliver pre- and post-release assessments and services and to develop transition plans in collaboration with other justice and faith- or community-based organizations (FBCOs) and providers for supervised and nonsupervised offenders. Grants will include an assessment/planning phase not to exceed 3 months following the award start date, with implementation occurring in the remaining project period.

### *Phase I: Assessment and Planning (Months 1-3)*

- Select lead agency responsible for the operational aspects of the grant.
- Establish a multidisciplinary advisory group.
- Develop and implement offender screening and assessment processes using dynamic risk and needs assessment tools.
- Develop a written implementation plan for critical pre- and post-release services to the target population and program participants.
- Develop and implement a transition planning process for each program participant, including the development of an individualized transition plan; type and level of pre- and post-release services; coordination with local law enforcement and/or a community supervision agency; and other local service and faith or community organizations.

### *Phase II: Implementation (Months 4-24)*

- Implement approved strategy in coordination with the advisory group.
- Ensure at least 200 offenders successfully complete pre- and post-release programming and services and provide supervision or periodic contact with law enforcement.
- Manage rigorous screening process for all potential candidates for effective participation, including use of eligibility criteria.
- Use a dynamic risk and need assessment process.
- Oversee pre- and post-release programming and services, including coordination of pre- and post-release orientation meetings with service providers and mentors and referrals to FBCOs for post-release services.
- Coordinate transition services with law enforcement, community corrections, victim services, and other partners to ensure public safety.

- Design and implement a monitoring and evaluation plan to document implemented strategies and outcomes; develop or enhance information collection and analysis capacity beyond the grant period.
- Develop and implement an approach to build support for sustainability after federal funding ends.

In FY 2008, BJA will again coordinate the PRI Program with the U.S. Department of Labor (DOL). The design of the FY 2008 PRI Program is structured to work in conjunction with a DOL-selected FBCO. Thus, the FY 2008 PRI Program is designed as a demonstration project, NOT as a replication of evidence-based practices. As a result, after DOJ has announced its FY 2008 award sites, DOL is expected to issue a grant solicitation to FBCOs within the jurisdiction of each DOJ PRI grantee. DOL will then make grant awards to FBCOs of their choosing to work with DOJ grantees in the provision of reentry services as required under the DOJ awards. The amount of DOL funding to be provided to local FBCOs, the nature of services to be provided, and the organizations selected will be based on DOL-determined criteria. The DOJ grantee must refer at least 50 percent of all participants served (100) to the Department of Labor FBCO grantee for post-release services.

Every DOJ PRI grantee will also be required to award a minimum of 30 percent of their DOJ PRI funds to one FBCO of their choosing for post-release services to eligible offenders in the program. As a way of meeting this requirement, and if state procurement procedures allow, the DOJ grantee may elect to subgrant these funds to the DOL-selected FBCO. The DOL-funded FBCO will be providing the same post-release services required of the DOJ-selected FBCO.

#### **Specific Requirements of the Coordinated PRI Grant Program**

- While violent offenders are eligible for services under this grant, sexual offenders are not.
- Grantees must award a minimum of 30 percent of their DOJ PRI funding to one FBCO within the targeted urban area that will provide post-release services to eligible offenders. This FBCO may be the same entity as the DOL-funded FBCO. Funding to this FBCO may not be used for substance abuse treatment, mental health, or housing services. The grantee and subgrantee should coordinate with other programs and entities to arrange for these services to eligible ex-offenders. Grantees may use 70 percent of their DOJ-awarded funds to support both pre- and post-release services for eligible offenders.
- Grantees may use 70 percent of their DOJ awarded funds to support both pre- and post-release services for eligible offenders.
- Offender eligibility will be based on a formal risk and needs assessment administered by the grantee; no sexual offenders will be eligible for services. The DOJ grantee and the DOL-selected FBCO will coordinate in setting the acceptable level of risk of individuals to be served and referred to the FBCO.
- Each state or tribal application must focus on a single, high-need urban or tribal community. Project areas other than urban or tribal areas are not solicited through the FY 2008 PRI Program.
- Grantees will be expected to begin enrolling offenders in pre-release programming within 4 months of receiving their awards, and will have an enrollment-to-release-from-incarceration-period not to exceed 6 months. Pre-release programming will not exceed 6 months.
- All grantees will be required to participate with DOJ's performance measurement and evaluation process, including reporting twice yearly through OJP's Grants Management System.
- A minimum of 50 percent of DOJ participants will be referred to the DOL-selected FBCO.

**Amount and Length of Awards**

Awards of up to \$540,000 will be made under the PRI program depending on the availability of funding. The maximum project period is 24 months.

**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 any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

**Match Requirement**

A grant made under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services, or a combination of both. The formula for calculating match is:

$$\frac{\text{Award Amount}}{\text{Federal Share}} = \text{Adjusted Project Costs} \times \text{Recipient's Share} = \text{Required Match}$$

**Example:** For a federal award amount of \$350,000, match would be calculated as follows:

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

**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. Performance measures for this solicitation are as follows:

Program Goal	Performance Measures	Data Grantee Provides
Reduce recidivism rates for offenders in the program and increase public safety.	1. Reduction in recidivism rate.	Target Population (TP): 1a. Number of eligible offenders selected for program participation. 1b. Number of total eligible offenders not selected for participation in the Reentry Program. 1c. Total number of offenders from facilities used to draw and select TP. Recidivism Rate:

		<p>1d. Number of participating offenders from the target population (TP) who, on release are re-convicted for a new crime</p> <p>1e. Number of participating offenders from the target population (TP) who, on release are re-incarcerated for a violation of terms of release.</p> <p>1f. Number of participating offenders from the target population who otherwise violated the terms and condition of their release.*</p> <p>Note: Each offender should be counted only once in 1d or 1e or 1f.</p>
	<p>2. Percent increase in number of offenders in TP who are assessed for risk and need while incarcerated.</p>	<p>2a. Total number of offenders in TP.</p> <p>2b. Number of offenders in TP undergoing risk and need assessments—from this, number recommended for pre- and post-release services.</p> <p>2c. Number of offenders in TP undergoing risk and need assessments—from this, number <i>not</i> recommended for pre- and post-release services.</p> <p>Note: This refers to a snapshot of actual assessments and referrals that occurred during reporting period and reported by service category.</p>
	<p>3. Percent increase in number and type of pre- and post-release services being provided to the offenders in TP in the following categories:</p> <ul style="list-style-type: none"> <li>• Cognitive behavioral therapy or other counseling.</li> <li>• Life skills.</li> <li>• Employment.</li> <li>• Education.</li> <li>• Substance abuse.</li> <li>• Mental health.</li> <li>• Overall health.</li> <li>• Family.</li> <li>• Anger management.</li> <li>• Mentoring.</li> <li>• FBCO.</li> <li>• Other.</li> </ul>	<p>3a. Total number of offenders in TP.</p> <p>3b. Number of offenders in TP receiving pre-release services while incarcerated and post-release services after release.</p> <p>Type of service:</p> <ul style="list-style-type: none"> <li>• Cognitive behavioral therapy or other counseling.</li> <li>• Life skills.</li> <li>• Employment.</li> <li>• Education.</li> <li>• Substance abuse.</li> <li>• Mental health.</li> <li>• Overall health.</li> <li>• Family.</li> <li>• Anger management.</li> <li>• Mentoring.</li> <li>• FBCO.</li> <li>• Other.</li> </ul> <p>Note: Provide one overall number and then the specific number in each category.</p>

	4. Percent increase in number of offenders in TP for whom a transition plan is developed.	4a. Total number of offenders in TP. 4b. Number of offenders in TP for whom a transition plan is developed.
	5. Percent increase in number of offenders in the TP who successfully complete the pre-release program.	5a. Total number of offenders in TP. 5b. Number of offenders in the TP who successfully complete a pre-release risk or need assessment, participate in all assigned pre-release services, and obtain a transition plan.
	6. Percent of offenders referred from TP to DOL-funded FBCO for post-release services.	6a. Total number of offenders in TP 6b. Number of offenders in the TP who are successfully referred to the DOL-funded FBCO for post-release services.

\*Those who otherwise violated the terms and condition of their release but were not incarcerated will not be included in BJA's calculation of the recidivism rate.

## How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.gov Instructions:** Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**Note: Grants.gov does not support the Microsoft Vista Operating system.** The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (\*.doc)" format.

**Please also note: OJP's 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."

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.202, titled “Prisoner Reentry Initiative Demonstration Grant,” and the funding opportunity number is BJA-2008-1742.

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric



System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.

## What an Application Must Include

### Standard Form 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 10 pages. Please number pages "1 of 10," "2 of 10," etc. Submissions that do not adhere to the format will be deemed ineligible.

#### Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet form is available on OJP's web site at [www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf). Applicants must include travel costs for up to three committee members to attend two BJA-approved trips during the grant period.

#### Project Timeline, Position Descriptions, and Letters of Support (Attachment 3)

Attach a *Project Timeline* with each project goal, related objective, activity, expected completion date, responsible person, or organization; *Position Descriptions* for key positions; and *Letters of Support* from all key partners, detailing the commitment to work with PRI partners to promote the mission of the project.

- ★ The Letter of Support from the lead organization responsible for the operational aspects of the PRI must include (1) certification that the lead agency has consulted with other local parties, and (2) the following statement: "The agency agrees to provide individual criminal history information for all PRI participants to PRI evaluators, unless prohibited by law. These data will be provided in response to periodic requests from the grantees and evaluator throughout the period of performance of this project to capture both criminal history prior to the program enrollment and subsequent recidivism."

## Selection Criteria

### 1. Statement of the Problem (20 percent out of 100)

Describe the problems with returning adult (18 or over) offenders to the community. Indicate the urban area or tribal community to be served (county), include details on the target population, 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 or county collaborative and the continuum of services corresponding to the individual's risk and need assessment, including how offenders risk and need assessments are currently implemented; transition plans; pre- and post-release programs and services such as 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.

**2. Program Design and Implementation (40 percent out of 100)**

Describe the proposed plan to implement the critical elements of the strategy, including assessment and planning activities; pre-release services; transition planning; and post-release supervision and services. Describe advisory committee activities to analyze current systems to screen and assess the offender population. Demonstrate how the implementation plan will be developed, executed, monitored, and evaluated. Indicate how the plan will ensure that at least 200 offenders successfully complete pre-release programming and participate in post-release services on release. Indicate how at least 100 offenders will successfully be referred to the DOL-funded FBCO for post-release services.

**3. Capabilities/Competencies (20 percent out of 100)**

Describe the management structure and staffing of the project, identifying the agency responsible for the project and the grant coordinator. Demonstrate the capability of the advisory group and partners to implement the project, including gathering and analyzing information, developing a plan, and evaluating the program. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the implementation plan. The PRI advisory group must include institutional corrections and jails; parole; probation; community corrections; local law enforcement; pre- and post-release and faith- or community-based organization (FBCO) service and treatment providers. Provide a list of the government and community agencies that comprise the advisory group. A representative of both the DOL-selected FBCO for the targeted area and the FBCO receiving the 30 percent DOJ subaward (if not the same entity) must participate on the advisory committee is made, unless the FBCO is already represented. If there is a multidisciplinary committee in place to address offender reentry at the state level, indicate the length of time the committee has been together, the nature of the work, the frequency of meetings, and achievements to date. Include letters of support from all key partners that detail their commitment to work with PRI partners (see Attachment 3).

**4. Budget (10 percent out of 100)**

Provide a proposed budget that is complete and allowable (see Attachment 2). The budget must indicate that at least 30 percent of the award will be sub-awarded to one FBCO for post-release services.

**5. Impact/Outcomes, Evaluation, and Sustainment (10 points)**

Describe the process for assessing the initiative's effectiveness (see Performance Measures). Identify goals and objectives for program development, implementation, and outcomes. Describe how performance will be documented, monitored, and evaluated, and identify the impact of the 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 effort 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.

## Review Process

All applications will be peer reviewed. The BJA Director will then make award recommendations to the Office of Justice Programs' Assistant Attorney General, who will make final determinations.

## Additional Requirements

- Civil Rights compliance.
- Confidentiality and Human Subjects Protections regulations.
- Anti-Lobbying Act.
- Financial and Government Audit requirements.
- National Environmental Policy Act (NEPA) compliance.
- DOJ Information Technology Standards.
- Single Point of Contact Review.
- Non-Supplanting of State or Local Funds.
- Criminal Penalty for False Statements.
- Compliance with Office of the Comptroller *Financial Guide*.
- Suspension or Termination of Funding.

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 [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).