



The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding an evaluation of the demonstration field experiments testing innovative reentry models to be funded by the Bureau of Justice Assistance (BJA) in FY2011 under the Second Chance Act of 2007 (SCA). This program furthers the Department's mission by sponsoring research to provide objective, independent, evidence-based knowledge and tools to meet the challenges of crime and justice, particularly at the State and local levels.

Solicitation: Evaluation of the Multi-site Demonstration Field Experiment: What Works in Reentry Research Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), local governments (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), nonprofit and profit organizations (including tribal nonprofit and profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

Deadline

Registration with Grants.gov is required prior to application submission.
(See "How to Apply," page 8.)

All applications are due by **11:59 p.m. eastern time on June 14, 2010**.
(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline hours of operation are 24 hours, seven days a week, except for Federal holidays.

For assistance with any other requirement of this solicitation, contact Marie Garcia, Social Science Analyst, at 202-514-7128 or by e-mail to Marie.Garcia@usdoj.gov.

Grants.Gov number assigned to announcement: **NIJ-2010-2688**

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Evaluation of the Multi-site Demonstration Field Experiment: What Works in Reentry Research

CFDA No. 16.560

Overview

As part of a collaborative effort with the Bureau of Justice Assistance (BJA) to implement and rigorously test important criminal justice interventions and programs, NIJ seeks proposals to support a randomized controlled trial program evaluation as part of a multi-site Demonstration Field Experiment (DFE) on prisoner reentry. The rigorous multi-site DFE is part of NIJ's reentry evaluation activities supported with funding under the Second Chance Act of 2007 (SCA). The purpose of the SCA is to provide effective solutions for managing the increasing number of people who are released from jail and prison into communities and the subsequent challenges communities face as offenders attempt to reintegrate into society.

Applicants are encouraged to review the SCA (see http://frwebgate.access.gpo.gov/cgi-bin/getdoc.cgi?dbname=110_cong_public_laws&docid=f:publ199.110.pdf).

Authorizing Legislation: Second Chance Act of 2007 (Public Law 110-199) Sec 241.

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement **11:59 p.m. eastern time on June 14, 2010**. Please see the "How to Apply" section, page 8, for more details.

Eligibility

Please refer to the title page for eligibility information under this program.

Specific Information—Evaluation of the Multi-site Demonstration Field Experiment: What Works in Reentry Research

Background

At yearend 2008, there were 1.6 million prisoners under federal or state correctional authority (Bureau of Justice Statistics, 2009). About 735,000 offenders were released from prison during the year. A prior BJS study reported that 52% of offenders released from state prisons were reincarcerated—either for a new crime or a technical violation—within 3 years of release from prison. The most recent data available from BJS indicate that in 2006, expenditures on corrections were estimated to be \$68.7 billion.

The SCA has several goals, including "to encourage the development and support of, and to expand the availability of, evidence-based programs that enhance public safety and reduce

recidivism, such as substance abuse treatment, alternatives to incarceration, and comprehensive reentry services.” 42 U.S.C. § 17501(a)(3). This NIJ solicitation will support this goal by testing an innovative reentry model in several jurisdictions across the United States.

This NIJ solicitation seeks to make a single award for DFE program evaluation activities that will focus on a rigorous experimental test of a specific reentry intervention or strategy. (The specific reentry program or intervention to be tested will be determined by NIJ and BJA through a separate competitive process, and up to six DFE sites will be selected by BJA through a separate solicitation. Funds to support the implementation of the selected program at the DFE sites will be provided by BJA, subject to the availability of funds.)

Understanding Demonstration Field Experiments

NIJ and BJA are supporting a multi-site randomized controlled trial (RCT) on prisoner reentry where costs associated with program implementation are funded by BJA, and costs associated with the evaluation are funded by NIJ. NIJ plans to fully fund the evaluation component of this effort under this solicitation. (Program implementation costs, to be paid by BJA, will be expended in FY2011.)

A multi-site DFE will provide a rigorous test of a specific reentry program or model and its causal relationship to desired reentry outcomes, including re-offending and re-incarceration. The DFE approach creates a strong infrastructure to ensure adherence to both the required reentry intervention model and a rigorous evaluation design (using randomized assignment of cases to experimental and control groups). The DFE will consist of up to six sites that will be funded (by BJA) to implement the DFE model and a single evaluation award (to be funded by NIJ under this solicitation) to manage and monitor the randomized controlled trial process, to conduct the analysis of data from the RCT, and to submit a final research report and other research deliverables.

The DFE approach provides a rigorous test of the causal connection between program activity and targeted outcomes. In addition, the DFE will provide important data on program implementation, site capabilities to undertake a rigorous RCT, and process evaluation findings.

The selection of the DFE evaluator is the first of three important steps in undertaking the DFE. The model to be implemented at the demonstration sites and evaluated by the NIJ evaluation grantee will be determined by NIJ and BJA through a separate selection process. Upon selection of the program model to be implemented (to be completed in summer 2010), BJA will finalize and release a solicitation to recruit demonstration sites (scheduled for early FY 2011).

DFE sites will be selected for BJA funding based upon their commitment to build knowledge and to implement the specified reentry program or intervention with fidelity; to adhere to all requirements of the RCT, including random assignment of cases to experimental and control conditions; and to cooperate fully with the evaluation (which is the single purpose for which the DFE is funded). DFE site applicants must agree to comply with these mandatory program requirements or they will not be selected for funding.

Evaluating the Multi-Site DFE

The research proposed under this solicitation should include process, outcome, cost, and impact evaluation plans for up to six demonstration sites to receive BJA funding as part of the DFE. The main objective of the DFE – realized through the RCT evaluation – will be to determine “what works” in reentry programming. Through a carefully controlled experiment, the

DFE will determine whether the intended outcomes of reentry interventions are achieved and whether they are attributable to the reentry program being tested in the RCT DFE.

Though the program to be implemented at the sites has not yet been specified, it is important to note that the overall goals of the SCA are to break the cycle of criminal recidivism, protect the public, and assist offenders reentering the community from incarceration to establish a self-sustaining and law abiding life. An evaluation of a SCA-funded reentry program should include analyzing relevant implementation and impact measures to assess program goals that might include rebuilding ties between offenders and their families; enhancing public safety and reducing recidivism; providing offenders with educational, literacy, housing, vocational, or job placement services to facilitate reentry into the community; maintaining cost-effective service delivery systems; and supporting the development and expansion of evidence-based programming.

NIJ recognizes the challenge of developing a detailed research design for the DFE in the absence of more specific information about the program to be implemented or the sites to be selected. Once the evaluation awardee has been selected, the evaluator will work with NIJ and BJA to finalize the evaluation design for conducting the DFE.

The successful applicant under this solicitation will be tasked with:

- Designing, finalizing, and implementing a process for random assignment of offenders to experimental and control groups at each DFE site.
- Establishing target sample sizes for experimental and control groups at each site, based on the expected effect size of the intervention to be selected and implemented.
- Providing on-site research coordination for all aspects of the DFE implementation, including human subjects informed consent, randomization, process evaluation, and design compliance.
- Working collaboratively with NIJ and BJA staff, as well as the DFE sites to track fidelity to the program and randomization process, including monthly conference calls.
- Developing a set of evaluation questions which provide structure to the evaluation and consider the broader implications for the criminal justice system and the process of reentry.
- Completing a needs assessment which provides information about the specific needs the reentry model intends to address.
- Conducting an assessment of program operations, implementation (including program staff adherence to program objectives and processes), and overall service delivery.
- Conducting a full assessment of offender monitoring in the DFE sites (since monitoring and supervision is likely to be an important factor in offender outcomes such as reincarceration for technical violations, and thus an important contextual feature in interpreting the DFE outcomes).
- Conducting a process evaluation to determine whether the reentry model in question is delivered as intended to the target recipients.
- Writing a systematic description of whether the program is functioning as intended.

- Conducting an impact assessment of program outcomes and impact on the population served by the specific reentry model and site.
- Conducting an assessment of program costs, cost-effectiveness, determining the efficacy of the reentry program in achieving specific outcomes in relation to program costs.
- Reporting and disseminating interim and final study results, including presentation of interim and final findings at one or more NIJ Conferences and at other relevant practitioner and researcher meetings (to be finalized in collaboration with NIJ and BJA as part of design finalization).

Reentry programs address a wide range of offender and public safety outcomes. The model intervention to be selected later by NIJ and BJA may address all or some of the following outcomes. Applicants should demonstrate their ability to effectively measure:

- Reduction in individual recidivism rates.
- Reduction in local crime (such as reduced criminal activity of the offender).
- Increased employment and education opportunities.
- Reduction in violations of conditions of supervised release.
- Increased payment of child support.
- Increased housing opportunities.
- Reduction in drug and alcohol abuse.
- Increased participation in substance abuse and mental health services.
- Usefulness (utility) of risks-needs assessment tools in the subsequent provision of services.
- Program cost effectiveness.

To the greatest extent possible, the applicant should employ measures that are consistent with and build upon the baseline data that BJA will collect.

Amount and length of awards: NIJ anticipates that up to a total of \$3 million may become available for an award made through this solicitation. **All NIJ awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.** NIJ expects to make one award, depending on funds available, the number of high-quality applications, and other pertinent factors. Applicants should be aware that the total period for the award is not anticipated to exceed four years.

A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. See "Cofunding" under "What an Application Must Include."

Evaluation Research: Applicants under this solicitation should recognize that the purpose of the DFE program is to implement and test an intervention using a randomized control trial (RCT) or true experiment, the method many consider to provide the highest standard of evidence in evaluation research. While an experimental design eliminates many threats to validity, obstacles to achieving rigorous evidence of "what works" remain. For instance, applicants should anticipate the need to measure and address issues of program fidelity and implementation

through process measures. Adherence to the random assignment protocol must be measured, tracked, and ensured. The successful applicant will demonstrate a strong knowledge of the necessary ingredients to successful experiments under field conditions.

Applications that include demonstrated ability for conducting effective cost/benefit analysis within an experimental design will be given priority. NIJ views cost/benefit analysis as an effective way to communicate and disseminate findings from evaluation research.

Please note: All applicants under this solicitation must comply with Department of Justice regulations on confidentiality and human subjects protection. See “Other Requirements for OJP Applications” at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

What will *not* be funded:

1. Provision of training or direct service.
2. Proposals primarily to purchase equipment, materials, or supplies. (Your budget may include these items if they are necessary to conduct applied research, development, demonstration, evaluation, or analysis.)
3. Work that will be funded under another specific solicitation.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, Federal funds may not 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 2010 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 Director of the National Institute of Justice. 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 its 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.

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 measure the results of their work. Applicants who receive funding under this

solicitation are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>Develop and analyze information and data having clear implications for criminal justice policy and practice in the United States.</p>	<ol style="list-style-type: none"> 1. Relevance to the needs of the field as measured by whether the grantee’s substantive scope did not deviate from the funded proposal or any subsequent agency modifications to the scope. 2. Quality of the research as assessed by peer reviewers. 3. Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits. 4. If applicable, number of NIJ final grant reports, NIJ research documents, and grantee research documents published. 	<ol style="list-style-type: none"> 1. A final report providing a comprehensive overview of the project and a detailed description of the project design, data, and methods; a full presentation of scientific findings; and a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States. 2. Quarterly financial reports, semi-annual progress reports, and a final progress report. 3. If applicable, each data set that was collected, acquired, or modified in conjunction with the project. 4. If applicable, citation to report(s)/document(s).

How to Apply

Applications will be submitted through Grants.gov. 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. Complete instructions on how to register and submit an application can be found at 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, 24 hours, seven days a week, except for Federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following steps.

1. **Acquire a DUNS Number.** A DUNS number is required for Grants.gov registration. 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 applications 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.** OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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 an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire Authorization for Your AOR From the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.560, titled "*National Institute of Justice Research, Evaluation, and Development Projects Grants*," and the funding opportunity number is NIJ-2010-2688.
6. **Submit an Application Consistent With This Solicitation.** Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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 Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact the NIJ staff member listed on the title page within **24 hours after the deadline** and request approval to submit your application. At that time, NIJ staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk 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 Grants.gov 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 Grants.gov are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget detail worksheet, budget narrative, tribal resolution (if applicable), and resumes/curriculum vitae of key personnel will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that 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 SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

Program Narrative Guidelines:

- a. **Title Page** (not counted against the 30-page program narrative limit).
The title page should include the title of the project, submission date, funding opportunity number, and the applicant's name and complete contact information (i.e., name, address, telephone number, and e-mail address).
- b. **Project Abstract** (not counted against the 30-page program narrative limit).
The 400 to 600-word abstract should state the problem under investigation (including research goals and objectives) and the anticipated relevance of the project to criminal justice public policy, practice, or theory. It should describe the proposed method and/or research design, including data to be used in

addressing research questions, data collection procedures and instrumentation, access to data, and other methods or procedures of the proposed study. It should also describe procedures for data analysis and all expected products, including interim and final reports, instrumentation, and devices. If applicable, it should describe the subjects who will be involved in the proposed project, including the number of participants; participants' age, gender, and race/ethnicity; and other pertinent characteristics, such as methods used to gain access to subjects.

- c. **Resubmit Response** (if applicable). If an applicant is resubmitting a proposal that was presented previously to NIJ, but not funded, the applicant must indicate this. A two-page document addressing the previous consensus review must be provided that covers the following: (1) the title, submission date, and NIJ-assigned application number of the previous proposal, and (2) a brief summary of responses to the peer review and/or revisions to the proposal. This document should be inserted after the abstract. This document will not be counted against the 30-page program narrative limit.
- d. **Table of Contents and Figures** (not counted against the 30-page program narrative limit).
- e. **Main body.** The main body of the Program Narrative should describe the project in depth and include the following sections:
 - Purpose, goals, and objectives.
 - Review of relevant literature.
 - Detailed description of research design and methods to include: research questions, hypotheses, description of sample, analysis plan, etc.
 - Research independence and integrity (see "Selection Criteria," below).
 - Implications for criminal justice policy and practice in the United States.
 - Management plan and organization.
 - Dissemination strategy.

The program narrative section of your application must not exceed 30 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendices, and government forms do not count toward the 30-page limit for the narrative section.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

- f. **Appendices** (not counted against program narrative page limit) include:
 - Bibliography/references.
 - Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study.

- Curriculum vitae, resumes or biographical sketches of all key personnel.
- Project timeline and research calendar with expected milestones.
- Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see <http://www.ojp.gov/nij/funding/humansubjects/human-subjects.htm>).
- Privacy Certificate (for further guidance go to <http://www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm>).
- List of previous and current NIJ awards to applicant organization and investigator(s).
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).
- List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable).
- Other materials specified by the solicitation.
- Data Archiving Strategy (see descriptive paragraph below).

Data Archiving Strategy

NIJ requires that each data set resulting from funded research be submitted as a grant product or deliverable for archiving with the National Archive of Criminal Justice Data. (Data sets are to be submitted 90 days before the end of the project period.) Applications for NIJ research grants must include a brief (one- or two-page) data archiving strategy. For purposes of research replication and extension, the inclusion of only the final data set often prevents other researchers from replicating or extending the study because there are no original data, intermediate data, or documentation detailing how the data changed throughout the project. This data archiving strategy therefore must briefly describe the—

- Anticipated manipulations of original, intermediate, and final data sets (as applicable).
- Methods of documentation of such manipulations.
- Preparation of original, intermediate, and final data sets for archive submission.

The data archiving strategy should be submitted as an appendix to the application and will not count toward the 30-page limit. Please label this appendix “Data Archiving Strategy.”

Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet must be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes and can be provided in a Microsoft Office Word document. As with the Budget Detail Worksheet, the Budget Narrative must be broken down by year.

Cofunding: A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. You must indicate whether you believe it is feasible for you to contribute cash, facilities, or services as non-Federal support for the project. Your application should identify generally any such contributions that you expect to make and your proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.

Indirect Cost Rate Agreement (if applicable)

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their “cognizant” Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization’s schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm>.

Tribal Authorizing Resolution

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 that will be included as a part of the services/assistance provided under the grant.

Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP’s funding page at <http://www.ojp.usdoj.gov/funding/forms.htm>. Please note in particular the following forms.

1. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds)
2. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities)

3. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant that is a nongovernmental entity and that has not received any award from OJP within the past 3 years)
4. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds)

Note: Attachments to the application should be included in one of the following four categories: 1) Program Narrative; 2) Budget Detail Worksheet and Budget Narrative; 3) Appendices; and 4) Other.

Selection Criteria

Statement of the Problem (Understanding of the problem and its importance)—20%

Applicant's understanding of prisoner reentry, the state of knowledge regarding reentry, and current reentry programs and models.

Project/Program Design and Implementation (Quality and technical merit)—25%

1. Understanding of the use of experimental design for program evaluation.
2. Soundness of methods and strategies proposed for random assignment and for measuring, tracking, and correcting mis-assignment, contamination, and other threats to the design.
3. Soundness of methods to estimate expected program effect, statistical power, and required sample sizes.
4. Innovation and creativity in ensuring successful completion of the DFE evaluation.

Capabilities/Competencies (Capabilities, demonstrated productivity, and experience of applicants)—25%

1. Demonstrated ability in reentry research and in managing and conducting RCTs, including cost analysis strategies and informed consent/human subjects requirements.
2. Qualifications and experience of proposed staff.
3. Demonstrated ability of proposed staff and organization to manage the effort.
4. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
5. Successful past performance on NIJ grants and contracts (when applicable).

Budget—20%

1. Total cost of the project relative to the perceived benefit.
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.

Impact/Outcomes and Evaluation (Relevance to policy and practice)—5%

1. Potential for significant advances in scientific or technical understanding of the problem.
2. Potential for significant advances in the field.
3. Relevance for improving the policy and practice of criminal justice and related agencies in the United States and improving public safety, security, and quality of life.

Relevance of the project for policy and practice in the United States

Higher quality applications clearly explain the practical implications of the project. They connect technical expertise with criminal justice policy and practice. To ensure that the project has strong relevance for policy and practice, some researchers and technologists collaborate with practitioners and policymakers. You may include letters showing support from practitioners, but they carry less weight than clear evidence that you understand why policymakers and practitioners would benefit from your work and how they would use it. While a partnership may affect State or local activities, it should also have broader implications for others across the country.

Dissemination Strategy—5%

1. Well-defined plan for the grant recipient to disseminate results to appropriate audiences, including researchers, practitioners, and policymakers.
2. Suggestions for print and electronic products NIJ might develop for practitioners and policymakers.

Research Independence and Integrity

Regardless of a proposal's rating under the criteria outlined above, in order to receive funds, the applicant's proposal must demonstrate research independence, including appropriate safeguards to ensure research objectivity and integrity.

Considerations in evaluating research independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. NIJ reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. NIJ 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, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with NIJ, 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.

All final award decisions will be made by the Director of the National Institute of Justice, who also may 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
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit 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

If your proposal is funded, you will be required to submit several reports and other materials, including:

Final substantive report: The final report should be a comprehensive overview of the project and should include a detailed description of the project design, data, and methods; a full presentation of scientific findings; a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States; etc. It must contain an abstract of no more than 600 words and an executive summary of 2,500 to 4,000 words.

A draft of the final report, abstract, and executive summary must be submitted 90 days before the end date of the grant. The draft final report will be peer reviewed upon submission. The reviews will be forwarded to the principal investigator with suggestions for revisions. The author must then submit the revised final report, abstract, and executive summary by the end date of the grant. The abstract, executive summary, and final report must be submitted in both paper and electronic formats.

For program evaluation studies, the final report should include a section on measuring program performance. This section should outline the measures used to evaluate program effectiveness, modifications made to those measures as a result of the evaluation, and recommendations regarding these and other potential performance measures for similar programs. (This information will be particularly valuable to NIJ and other Federal program agencies in implementing performance measures for federally funded criminal justice programs.)

Interim reports: Grantees must submit quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A-133. Future awards and fund drawdowns may be withheld if reports are delinquent.

Data sets: NIJ requires submission of all data sets (original, intermediate, and final) produced or collected for the funded project, and any artifact associated with the project data. Included with the final sets of data should be the plan outlined in the Data Archiving Strategy section of the proposal.

Application Checklist

Evaluation of the Multi-site Demonstration Field Experiment: What Works in Reentry Research

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

Eligibility Requirement:

_____ Tribal authorizing resolution (if applicable)

Application Components:

- _____ Program Narrative (see pages 10–11 and “Selection Criteria,” pages 14–15)
- _____ Appendices to the Program Narrative
 - _____ Bibliography/references
 - _____ Any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed study
 - _____ Curriculum vitae, resumes or biographical sketches of all key personnel
 - _____ Project timeline and research calendar with expected milestones
 - _____ Human Subjects Protection Paperwork
 - _____ Privacy Certificate
 - _____ List of previous and current NIJ awards to applicant organization and investigators
 - _____ Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
 - _____ List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable)
 - _____ Data Archiving Strategy
- _____ Budget Narrative
- _____ Budget Detail Worksheet
- _____ Indirect Cost Rate Agreement (if applicable)

Program Narrative/Abstract Format:

- _____ Double-spaced
- _____ 12-point standard font
- _____ 1” standard margins
- _____ Narrative is 30 pages or less

Other:

- _____ Standard Form 424
- _____ DUNS number
- _____ Other standard forms as applicable (see page 13), including
 - _____ Disclosure of Lobbying Activities (if applicable)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)