

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



Solicitation Title: BJA FY24 Smart Reentry: Housing Demonstration Program

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Step 1: Application Grants.gov Deadline: 8:59 p.m. Eastern Time on July 18, 2024

Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on July 25, 2024

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Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to fund state, local, and tribal governments to enhance or implement evidence-based activities or services to improve reentry and reduce recidivism by expanding and/or increasing access to housing for people who are currently or formerly involved in the criminal justice system. Prior to the release from incarceration, individuals will be screened, assessed, and identified for program participation. The program will help jurisdictions assess their reentry systems, identify strengths and gaps, and then build capacity for improved housing options for adults released from prison or jail.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Eligibility

- State governments
- City or township governments
- County governments
- Other units of local government, such as towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State
- Public housing authorities/Indian housing authorities
- Native American tribal governments (Federally recognized)

An applicant may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

BJA will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

BJA may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only) or email grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Pre-Application Information Session

BJA will hold a webinar to provide a detailed overview of this solicitation and allow interested applicants to ask questions. Once available, a link to register will be included on the [Funding Webinars](#) webpage. The session will be recorded and available on the BJA website once ready.

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to fund state, local, and tribal governments to enhance or implement evidence-based activities or services to improve reentry and reduce recidivism by expanding and/or increasing access to housing for people who are currently or formerly involved in the criminal justice system. Prior to the release of incarceration, individuals will be screened, assessed, and identified for program participation. The program will help jurisdictions assess their reentry systems, identify strengths and gaps, and then build capacity for improved housing options for adults released from prison or jail.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Statutory Authority

Pub. L. No. 90-351, Title I, Sec. 2976 (codified at 34 U.S.C 10631); Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 148).

Specific Information

The program will help jurisdictions assess their reentry housing systems, identify strengths and gaps, and build capacity for improved housing options for adults released from prison or jail. People leaving incarceration face barriers upon their return to communities, including challenges accessing housing, obtaining employment, and connecting with physical and behavioral health services. The barriers and their consequences are interrelated. Finding safe and affordable housing is well documented as both a challenge and part of the foundation to successful reintegration. Challenges include a lack of options, high costs, and policy restrictions that prevent them from returning to certain places or reuniting with their families.

According to [recent work](#) by BJA and the Council of State Governments Justice Center found that 95 percent of state departments of corrections (DOCs) reported the lack of affordable housing as the most prevalent barrier for people returning to the community after incarceration. Barriers contribute to increased risk of housing insecurity and homelessness for individuals in reentry. In fact, formerly incarcerated people are [10 times more likely than the general public to be homeless](#), and those who are homeless are 11 times more likely to interact with law enforcement (National Law Center on Homelessness and Poverty, 2019).

In June 2023, BJA, alongside the U.S. Department of Housing and Urban Development (HUD), shared its commitment to a vision of "Zero Returns to Homelessness" from incarceration at the National Reentry Housing Symposium. This vision supports federal efforts such as [All In: The Federal Strategic Plan to Prevent and End Homelessness](#), and aims to fill a critical gap in communities that is essential to reentry success, improved public safety, and increased

economic mobility for formerly incarcerated people. This Smart Reentry program seeks to contribute to that vision to ensure that people returning from prison or jail are on a path towards having a safe, sustainable place to call home.

To help realize that vision, applicants should propose projects to develop, implement, and test affordable, safe, and secure housing options for individuals in reentry. This program encourages cross-sector collaboration with justice and housing system stakeholders. Applicants may propose evidence-based or innovative reentry housing models; stand up new or expand existing models of reentry housing by adding program elements or expanding eligibility; or propose other projects that remove barriers and increase access to housing options for individuals returning to communities from prison or jail. All approaches should seek to facilitate access to wraparound services to address common needs of people in reentry (e.g., substance abuse treatment, mental health treatment, intensive case management) as well as policies and practices that take those needs into account to promote successful reentry. This program will also promote greater equity in service delivery by ensuring adults in reentry have access to providers who are culturally competent and accessible in their home communities.

Projects should consider best practices and models that ensure housing stability for participants in reentry. One example of a best practice is the Housing First model. The Housing First model prioritizes stable housing placement without preconditions such as treatment engagement and completion, employment, case management, and other conditions (HUD, 2014). Other models that may be explored include housing assistance for people and households experiencing homelessness, as defined by [HUD](#): Permanent Supportive Housing models (long term rental assistance with supportive services), Rapid Re-housing (short- and medium-term rental assistance and supportive services), and Transitional Housing (temporary housing up to 24 months with supportive services).

Demonstration projects must include services that begin prior to release from incarceration and continue into participants' return to the community. Services that begin prior to release from incarceration may include a reentry housing needs assessment and the identification of suitable participants for this program.

Successful applicants will receive grants as well as no-cost training and technical assistance (TTA) support related to housing screening and assessment, planning and release policies, cross-system partnerships, examples of housing programs provided and funded by DOCs and others, and reentry housing gaps and needs.

In applying for these grants, applicants agree to cooperate in any and all related research and program evaluations by collecting and providing enrollment and participation data during all years of the program. Applicants also agree to provide detailed individual-level data, if requested, in the format specified by OJP during this time period.

The solicitation is part of BJA suite of Second Chance Act (SCA) programs. In FY 2024, a range of programs for states, local units of government, non-profit organizations, and tribal governments is being competed, including:

- Second Chance Act Community-based Reentry Program
- Second Chance Act Community-based Reentry Incubator Initiative
- Community Supervision Strategies
- Improving Adult and Youth Crisis Stabilization and Community Reentry

- Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry
- Second Chance Act Pay for Success Program
- Second Chance Act Improving Reentry Education and Employment Outcomes Program
- Second Chance Act Smart Supervision Program

Solicitation Goals and Objectives

Goal

The goal of this FY 2024 Smart Reentry Program is to establish demonstration projects that increase safe, healthy, and affordable housing options for people in reentry. Grantees will develop, implement, or test strategies to expand housing options, including to assess and amend system-level policies and practices while keeping the experience of the people impacted by the system in clear focus.

Objectives

With this solicitation, the Smart Reentry: Housing Demonstration Program supports state, local, and federally recognized tribal entities throughout the country to establish partnerships or otherwise work to:

1. Provide safe and affordable housing for individuals involved in the criminal justice system;
2. Provide an adequate supply of stable short-term and/or permanent housing services for justice- and/or formerly justice-involved individuals that are appropriate and meet the needs of individuals returning from incarceration;
3. Reduce barriers and promote access to secure, safe, and stable housing opportunities for individuals involved and/or formerly involved in the criminal justice system; or
4. Provide wrap around services (e.g., substance abuse treatment, mental health treatment, intensive case management, money management, etc.) to individuals involved in or formerly involved in the criminal justice system to ensure continuity of care.

BJA will provide TTA support at no cost to the grantees awarded under this solicitation to provide strategic support and intensive technical assistance during the life of this grant.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

Priority Areas

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

1A. Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by

inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an organizations or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

1B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

To receive this additional priority consideration, applicants must describe how being a population specific organization (or funding the population specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which historically underserved populations are intended or expected to be served or have their needs addressed under the proposed project(s).

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: Up to 7

Anticipated Maximum Dollar Amount per Award: Up to \$1,000,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 36

Anticipated Total Amount to Be Awarded Under This Solicitation: \$7,000,000

While the maximum allowable funding amount is \$1,000,000, OJP encourages applicants, including those that are new or that have never before received a federal award, to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the proposed budget is at a lower amount than the maximum allowable funding level.

Continuation Funding Intent

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award, when making continuation award decisions.

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

OJP expects to make awards under this funding opportunity as grants. See the “[Administrative, National Policy, and Other Legal Requirements](#)” section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Cost Sharing or Matching Requirement

This funding opportunity requires cost sharing or match from the applicant. “Match” means the portion of project costs not paid by Federal funds or contributions (unless otherwise authorized by Federal statute). For information on cost sharing or match requirements, see the “[Application and Submission Information](#)” section.

Eligibility Information

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 8:59 PM, July 18, 2024.

The **full application** must be submitted in JustGrants by 8:59 PM, July 25, 2024.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

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

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

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

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

Waiver requests sent to the OJP Response Center must—

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

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

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

Application and Submission Information

Content of Application Submission and Available Surveys

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- Mandatory Chief Executive Assurance to Comply with Statutory and Program Requirements (Appendix A)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the SF-424 in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting “Program is not covered by E.O. 12372.”

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant Information

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application](#)

[Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Brief Applicant Entity Questionnaire

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 15 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

The Proposal Narrative must include the following sections:

a. **Description of the Issue**

Describe why the proposed activities address a problem. Provide supporting information to describe or demonstrate:

- The size and scope of the challenges associated with reentry housing and how they relate to recidivism .
- The effects of the challenges on the target population and the larger community.
- The target population for the intervention:
 - Specific subset of individuals, or combination of subsets that are proposed to be the target population for the program. For example, individuals returning from incarceration who are: a specific demographic or set of demographics (e.g., age, gender, etc.), returning to a jurisdiction (e.g., specific community, neighborhood or zip code), where a disproportionate population of people who committed crimes will be released from prison or jails, or housed in the same facility.
 - The number of individuals to be serviced through the program. Applicants are encouraged to provide services for a minimum of 100 individuals throughout the funding period. This number may increase or decrease depending on the nature of the project (e.g., the number may decrease if the project is funding housing assistance). Applicants should aim higher or lower depending on the nature of the demonstration project, recognizing the difference in cost to fund housing versus funding positions to support partnership with a housing entity.
 - If proposing to enhance or expand an existing program, state how many individuals the program has served (who meet the stated target population characteristics) over the past 6 months.

- If proposing to implement a new program, state how many individuals met the target population characteristics within the past 6 months.
- Efforts to address these needs to date that involve:
 - Individualized transition/reentry plans;
 - Risk and need assessments to develop individualized transition/reentry plans; and/or
 - Pre-release reentry housing assessments to develop individualized reentry housing plans.
- A baseline recidivism rate for the target population, or a comparable one, and a recidivism reduction goal. Include a description of the recidivism metric targeted, (such as arrest, conviction, revocation, and/or reincarceration) and an explanation of the data, including population (e.g., demographics, risk level, and offense type), the follow-up period (post-release), and the dates when the recidivism rate was calculated.

b. Project Design and Implementation

- Describe in detail how the proposed program addresses the objectives and program requirements specified. Use data to support the program design.
- Describe the roles and responsibilities of each partner and how they will be integrated into the applicant's proposed strategy. Include how the target population will be identified.
- Describe the partnerships and/or plan to partner with one or more nonprofit, public, private or government funding agencies (e.g., HUD, Medicaid, etc.), and provide memorandums of understanding (MOUs)/memorandums of agreement (MOAs).
- Provide a description of both the pre- and post-release services to be provided for program participants.
- Describe the partnership with a researcher to evaluate the proposed reentry housing demonstration including plans to track recidivism, housing outcomes, and other outcomes to assess the effectiveness of this project.

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

c. Capabilities and Competencies

- Describe how the proposed structure and staff that will facilitate the delivery of required services and tasks are outlined in the timeline. Information regarding the personnel assigned to these tasks and whether their resumes and role descriptions are included will contribute to the assignment of points relative to this criterion.

- Indicate the total number of individuals incarcerated at the prison/jail and provide details explaining how this federally supported effort will align with the existing reentry pipeline.
- Describe applicant’s plan to partner with a wide range of stakeholders (e.g., local housing authorities, private, public, non-private funders), including a reentry taskforce to leverage all funding and resources to meet the project goals and objectives of helping people to secure stable and affordable housing upon and after returning from prison or jail. For example, applicants should contemplate ways to engage or access to resources from HUD and Medicaid to provide housing and supportive services, respectively.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) describe within this section how being a population specific organization (or funding a population specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population specific organization).

- d. Plan for Collecting the Data Required for This Solicitation’s Performance Measures
- Describe the manner in which the data required for this solicitation’s performance measures will be collected, including the system(s) used and the person(s) responsible.
 - Describe whether and how other relevant performance metrics will be documented, monitored, and evaluated.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award’s reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work’s results. The performance data directly relate to the solicitation goals and objectives identified in the “[Goals and Objectives](#)” section. Applicants can visit [OJP’s performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process if the applicant is selected for award. A list of performance measure questions can be found [here](#). Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “[Note on Project Evaluations](#)” section in the [Application Resource Guide](#).

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project’s goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed.

- **Goals:** The applicant should describe the project’s intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project’s desired results. The included timelines should be clearly linked to the goal.

Applicants are invited to propose grant projects that will improve access to safe, stable, and secure housing for people returning to their communities from prison or jail.

Applicants may propose to work towards one or more of the following on their own or in partnership with relevant entities:

- Provide safe and affordable housing. For example, a project may propose a partnership with a housing authority to issue housing vouchers for people who are exiting incarceration and need housing.
 - Offer an adequate supply of stable short-term and/or permanent housing services. For example, a department of corrections may partner with a group of non-profit organizations that hold master leases to properties, offering temporary housing for people leaving incarceration.
 - Reduce policy barriers and promote access to housing. For example, a state agency may establish a task force of state government agencies, local governments, and housing authorities to identify policy barriers, develop a set of recommendations to remove the barriers, and implement the recommendations.
 - Deliver wraparound services to meet common needs of, and provide continuity of care to, people returning from incarceration (e.g., substance abuse treatment, mental health treatment, intensive case management, etc.). For example, a department of corrections may partner with a housing provider to provide grant funds for supportive services in conjunction with housing placements offered by the provider.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Deliverables Expected by Successful Applicants

Grantees will complete four deliverables:

- **Deliverable 1: Convene or Engage a Task Force**
Engage a reentry task force or similar body to examine policies and practices related to housing gaps and needs for the reentry population, and barriers to successful housing placements for formerly incarcerated people.

- **Deliverable 2: Action Plan**
Complete a Planning and Implementation Guide provided by BJA and with the support of the TTA provider that addresses gaps and deficits identified in the task force review and defines a reentry program focused on reducing recidivism and increasing housing placements among a target population.
- **Deliverable 3: Implementation**
Implement the proposed project and document outputs, including number of individuals served, in real time. Share progress with BJA-funded TTA provider at routine meetings.
- **Deliverable 4: Final Report Due at Grant Closeout, 90 Days after the End of the 36-month Grant Period**
Produce an evaluation that tracks recidivism, housing outcomes, and other outcomes to assess the effectiveness of their project. Recidivism measures must include arrest, conviction, and incarceration. See Appendix B for a full list of recidivism metrics.

SCA Mandatory Requirements

Section 101 of the SCA, as amended by the Second Chance Reauthorization Act of 2018, outlines Mandatory Requirements that must be satisfied by applicants to be eligible Smart Reentry grants. BJA expects applicants may be in the preliminary stages of these activities at the time of application and will complete them during the grant period with TTA and via the objectives and deliverables enumerated above. The Mandatory Requirements are to establish, maintain, and document:

- A reentry strategic plan that describes the jurisdiction's long-term reentry housing strategy to increase public safety, reduce recidivism, and improve housing outcomes, including measurable annual and 3-year performance outcomes. A specific objective of the plan should be to reduce recidivism over a 3-year period for individuals impacted by Smart Reentry. (Deliverable 2: action plan).
- A detailed reentry implementation schedule and sustainability plan for the program. (Deliverable 2: action plan)
- The establishment and ongoing engagement of a reentry task force, including relevant state, tribal, territorial, or local leaders and representatives of relevant agencies, service providers, nonprofit organizations, and other key stakeholders. The task force should:
 - Examine ways to pool resources and collect data and best practices in reentry from stakeholder agencies and organizations.
 - Identify and address barriers to successful reentry, including barriers that are policy or procedural in nature.
 - As appropriate, engage nonprofit organizations, crime victims and people who committed crimes, families of people who committed crimes, reentry coordinating council, or other interested parties. (Deliverable 1: task force documentation)
- An independent evaluation of grant activities that includes, to the extent possible, random assignment and controlled studies to determine the effectiveness of such programs. (Deliverable 4: evaluation)
- Evidence of collaboration with state and local government agencies such as those overseeing health, mental health, housing, homeless services, child welfare, education, substance use victims' services, state child support, and employment services, as well as with local law enforcement agencies. (Deliverables 1 and 2: task force documentation and action plan)

- Consideration of the role of state corrections departments, parole and probation agencies, and local jail corrections systems in ensuring successful reentry in their communities. Applications must include letters of support from corrections officials responsible for facilities or people who committed crimes and who will be served through this program. (Deliverables 1 and 2: task force documentation and action plan)
- Explicit support of the chief executive officer of the applicant unit of government or Indian tribe and how this office will remain informed and connected to the activities of the program. (Deliverable 2: action plan)
- Understanding of evidence-based methods and outcome measures that will be used to evaluate the program. (Deliverables 2 and 4: action plan and evaluation)
- Description of how the program or strategy could be scaled up or broadly replicated if demonstrated to be effective. (Deliverable 4: evaluation)
- A plan to analyze the statutory, regulatory, rules-based, and practice-based hurdles to reentry. (Deliverables 1 and 2: task force and action plan)

Program objectives and deliverables should be included in one timeline.

Budget and Associated Documentation

Upon award, each grant will have in place an award condition withholding all but \$75,000, which is designated for preparing an action plan within 180 days of receiving final approval of the project's budget from the Office of the Chief Financial Officer. The recipient will not be authorized to obligate, expend, or draw down funds in excess of \$75,000 until BJA has reviewed and approved the action plan and a grant award modification has been issued and approved to remove the award condition.

Applicants should budget funding for three members of the project team to travel to one peer-learning event (such as a regional meeting). Estimate the costs of travel and accommodations for three staff members to attend one meeting per year in Washington, D.C. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem.

Funding Restrictions

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the "[Application Resource Guide](#)" section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

If the applicant is seeking priority consideration under Priority 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence and victimization, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1B based on the identification of a proposed subrecipient as a population specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Non-Federal Costs (match and program income)

This solicitation requires a 50% **cash or in-kind match**. Federal funds awarded under this solicitation may not cover more than 50% of the total costs of the project being funded. An applicant must identify the source of the 50% non-federal portion of the total project costs and how they will use match funds. If an award recipient’s proposed match *exceeds* the required match amount, according to the formula below, and OJP approves the budget, the total match amount in the approved budget becomes part of the project budget and subject to audit. “Match” funds may be used only for purposes that would be allowable for the Federal funds. This means neither Federal funds nor matching funds may be used for costs considered inappropriate by the awarding agency (e.g., lobbying, land acquisition, fundraising). Recipients must satisfy this match requirement with cash or in-kind match. “In-kind” match may be in the form of services, supplies, real property, and equipment.

How to Calculate Match

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Match Requirement – 50/50 (Federal Share/Recipient's Share) Federal Award = \$1,000,000					
Step 1	\$1,000,000	÷	50% Federal Share	=	\$2,000,000
Step 2	\$2,000,000	x	50% Recipient's Share	=	\$1,000,000

Match Waiver: Pursuant to an appropriations provision (section 213; Pub. L. No. 118-42, 138 Stat. 25,154), the match may be waived for fiscal hardship upon request by a grantee. To be considered for a match waiver, a letter of request signed by the Authorized Representative must be submitted with the application describing the fiscal hardship. Fiscal hardship may be defined in terms related to reductions in overall correctional budgets, furloughing or reductions in force of correctional staff, or other similar documented actions which have resulted in severe budget reductions. A match waiver request must be submitted as a separate attachment to the application, submitted through JustGrants, and titled as the “Match Waiver.”

See the [Application Resource Guide](#) for additional information on this match requirement and step-by-step instructions for entering match amounts in the budget.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that 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. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

Disclosure of Process Related to Executive Compensation (if applicable)

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this funding opportunity are not required to provide this disclosure.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes (if applicable)

Provide resumes of key personnel who will work on the proposed project.

Tribal Authorizing Resolution (if applicable)

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on tribal authorizing resolutions.

Memoranda of Understanding (MOUs) and Other Supportive Documents (if applicable)

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

Each MOU or letter of intent should include the following: (1) names of the organizations involved in the agreement; (2) what service(s) and other work will be performed under the agreement by what organization; (3) duration of the agreement.

Subcontracts, MOUs, or letters of intent should be submitted as one separate attachment to the application.

Research and Evaluation Independence and Integrity Statement (if applicable)

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

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

Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Application Review Information

Review Criteria

Basic Minimum Review Criteria

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Statement of the Problem/Description of the Issue (25%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (35%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (15%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (5%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

- Impact/Outcomes, Evaluation, Sustainability (15%): evaluate strength of the strategy/methodology for tracking unique participants, monitoring performance, and sustaining program.

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional

information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards”](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov/> or contact OJP.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "[Program Description](#)" section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

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

Application Checklist

BJA FY24 Smart Reentry: Housing Demonstration Project

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

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#)).

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$1,000,000.

Review Eligibility Requirement

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

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

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

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

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

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#)).

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

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2

Submit the following information in JustGrants:

Application Components

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form*
- Appendix A: Mandatory Chief Executive Assurance to Comply with Statutory and Program Requirements*

Budget and Associated Documentation

- Budget Detail Narrative and web-based form*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))

- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

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

Review, Certify, and Submit Application in JustGrants

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

If no JustGrants application submission confirmation email or validation is received, or if error notification is received—

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

Standard Solicitation Resources

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

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

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

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

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.

Appendix A: Mandatory Chief Executive Assurance to Comply with Statutory and Program Requirements

The Second Chance Act of 2008 and the Second Chance Reauthorization Act of 2018 establish statutory requirements for Smart Reentry awards, including general conditions and priority considerations for applications thereto. BJA incorporates these as, and additionally establishes, program requirements and priority considerations.

Complete the table below to indicate whether the applicant organization seeks priority consideration. Provide assurance that the organization will meet all statutory and program requirements if awarded a Smart Reentry grant. **The chief executive of the applicant organization must sign this form for it to be valid. Applicants are ineligible to receive Smart Reentry grant funds if they do not assure compliance.**

Meet Mandatory Requirements

Enter "Yes" to indicate assurance the applicant agency will assess their reentry system and document results in the Action Plan.

Collect and Report Recidivism Indicator Data

Enter "Yes" to indicate assurance the applicant organization will collect unique identifiers and recidivism indicator performance data for each

program participant and will aggregate all such data and submit it via JustGrants upon grant closeout. The inability or refusal to submit such data after the award is made may affect this project or the organization's ability to receive future BJA competitive grant funding.

Signature of the chief executive of the applicant organization

Title

Date

Appendix B: Recidivism Metrics per the Second Chance Reauthorization Act of 2018, Passed as Part of the First Step Act, Smart Reentry grantees

1. Must partner with a third-party evaluator to use baseline data and target population characteristics to derive a target goal for recidivism reduction during the 3-year period beginning on the date of implementation of the program. The target should be derived during the planning period, as well as recidivism data captured over the 2-year implementation and additional 1-year evaluation follow-up period. See page 5.

2. Shall measure effectiveness by such metrics as:

- A. Increased number of staff trained to administer reentry services.
- B. Increased proportion of individuals served by the program among those eligible to receive services.
- C. Increased number of individuals receiving risk screening needs assessment and case planning services.
- D. Increased number of individuals' enrollment in and completion of treatment services, including substance abuse and mental health services among those assessed as needing such services.
- E. Increased employment and education opportunities.
- F. Increased number of individuals enrolled in, and degrees earned from educational programs, including high school, GED, vocational training, and college education.
- G. Increased number of individuals obtaining and retaining employment.
- H. Increased number of individuals obtaining and maintaining housing.
- I. Increased self-reports of successful community living, including stability of living situation and positive family relationships.
- J. Reduction in drug and alcohol use.
- K. Increased payment of child support, if appropriate.
- L. Reduction in violations of conditions of supervised release.
- M. Reduction in recidivism rates for individuals receiving reentry services after release, as compared to either baseline recidivism rates in the jurisdiction of the grantee or recidivism rates of the control or comparison group.
- N. Reduction in crime.

BJA defines recidivism as arrest, conviction, and/or incarceration. Grantees must track all three metrics and discern whether they are the result of a new offense or technical violation.

All measures should be captured from an individual's attachment to the SCA-funded activities (general system improvements or demonstration project) through the end of the evaluation follow-up period, and at intervals therein.