

**U.S. Department of Education
Office of Career, Technical, and Adult Education
Washington, DC 20202**

**Fiscal Year 2016
Application for New Awards**

**Juvenile Justice Reentry Education:
Opening Doors to College and Careers through
Career and Technical Education
(JJ Reentry CTE Program)**

CFDA 84.051A



Dated Material - Open Immediately

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If you have comments or concerns regarding the status of your individual submission of this form, write directly to: The Division of Academic and Technical Education, Office of Career and Technical, & Adult Education, U.S. Department of Education, 400 Maryland Avenue, S.W., PCP/ 11-028, Washington D.C. 20202.

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United States Department of Education
OFFICE OF CAREER, TECHNICAL, AND ADULT EDUCATION

Dear Colleague:

Thank you for your interest in the Juvenile Justice Reentry Education Program: Opening Doors to College and Careers through Career and Technical Education. This funding opportunity is authorized by the Carl D. Perkins Career and Technical Education Act of 2006, section 114, National Activities, 20 U.S.C. 2324 and is administered by the Department of Education.

Please take time to review the Federal Register Notice Inviting Applications and this application package thoroughly. You will need a clear understanding of the program background, absolute priorities, competitive preference priorities, application requirements, definitions, selection criteria, and all of the application instructions. An application will not be evaluated for funding if the applicant does not comply with all of the procedural rules that govern the submission of the application or the application does not contain the information required under the program (EDGAR §75.216 (b) (c)).

For this competition, it is **mandatory** for applicants to use the government-wide website, Grants.gov (<http://www.grants.gov>) to apply. The Grants.gov site works differently than the U.S. Department of Education's e-Application site. We strongly urge you to familiarize yourself with Grants.gov and recommend that you register *and* submit your application early.

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms; therefore, applicants will need access to the latest version of Adobe reader (Grants.gov recommends at least Adobe Reader 10.1.14). Be sure to read the ***Grants.gov Submission Procedures and Tips for Applicants*** in this application package for more information.

The Department expects to award six new grants under this competition. We will award grants on a competitive basis for a project period of up to 36 months. We invite you to attend a pre-application webinar on this grant program on Wednesday, July 9th at 3:30 p.m. EST. You will find registration information in this application package. Please contact Laura Messenger (laura.messenger@ed.gov) if you have other questions. Again, thank you for your interest.

Sincerely,

Sharon Lee Miller
Director, Division of Academic and Technical Education

Updated 2/2015

IMPORTANT – PLEASE READ FIRST

U.S. Department of Education

Grants.gov Submission Procedures and Tips for Applicants

To facilitate your use of Grants.gov, this document includes important submission procedures you need to be aware of to ensure your application is received in a timely manner and accepted by the Department of Education.

ATTENTION – Browser Support

Grants.gov is a Custom Java Application that uses standard web-browsers as the client. Grants.gov leverages the latest web technologies such as Ajax which relies extensively on JavaScript, HTML, and CSS. Grants.gov recommends you use the most up-to-date web browser possible for the best User Experience. If you are unsure about which version of the browser you are using, please check the following places:

- **Microsoft IE** – the *About Internet Explorer* setting under Help on your toolbar
- **Firefox** – the *About Firefox* setting under Help on your toolbar
- **Chrome** – the *About Google Chrome* setting under the *Customize and Control Google Chrome* option (located on the far right ) in your toolbar options for your browsers.

The table below lists supported Web Browsers:

Web Browser	Support	Comments
Microsoft IE 9/10/11	Supported	
Mozilla Firefox	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.
Google Chrome	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to upgrade to the latest version.
Apple Safari	Supported	Versions change frequently; we recommend you have the latest version. Legacy versions are functional but may experience some issues. It is recommended to

Web Browser	Support	Comments
		upgrade to the latest version.

For additional information of updates, please see the Grants.gov Browser Support Page.
<http://www.grants.gov/web/grants/support/technical-support/software/browser-support.html>

ATTENTION – Adobe Forms and PDF Files Required

Applications submitted to Grants.gov for the Department of Education will be posted using Adobe forms. Therefore, applicants will need to download the latest version of Adobe reader (at least Adobe Reader 10.1.14). (Please note that in early 2013, Grants.gov discovered an issue with the newest version of Adobe Reader XI but it was subsequently resolved.) Information on computer and operating system compatibility with Adobe and links to download the latest version is available on Grants.gov at this link: [compatibility table](#). We strongly recommend that you review these details on www.Grants.gov before completing and submitting your application. In addition, applicants should submit their application a day or two in advance of the closing date as detailed below. Also, applicants are required to upload their attachments in .pdf format only. (See details below under “Attaching Files – Additional Tips.”) If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

- 1) **REGISTER EARLY** – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete, but could take upwards of several weeks to complete, depending upon the completeness and accuracy of the data entered into the SAM database by an applicant. You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete. Please note that once your SAM registration is active, it will take 24-48 hours for the information to be available in Grants.gov, and before you can submit an application through Grants.gov. For detailed information on the Registration Steps, please go to: <http://www.grants.gov/web/grants/register.html> [Note: Your organization will need to update its SAM registration annually (formerly Central Contractor Registry (CCR)).]

Primary information about SAM is available at www.sam.gov. However, to further assist you with obtaining and registering your DUNS number and TIN in SAM or updating your existing SAM account the Department of Education has prepared a SAM.gov Tip Sheet which you can find at: <http://www2.ed.gov/fund/grant/apply/sam-fags.html>

- 2) **SUBMIT EARLY** – We strongly recommend that you do not wait until the last day to submit your application. Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If

Grants.gov rejects your application (see step three below), you will need to resubmit successfully to Grants.gov before 4:30:00 p.m. Washington, DC time on the deadline date.

Note: To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM (formerly CCR -Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

- 3) **VERIFY SUBMISSION IS OK** – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully. To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov’s Track My Application link.

If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late. If your application has a status of “Received” it is still awaiting validation by Grants.gov. Once validation is complete, the status will either change to “Validated” or “Rejected with Errors.” If the status is “Rejected with Errors,” your application has not been received successfully. Some of the reasons Grants.gov may reject an application can be found on the Grants.gov site: <http://www.grants.gov/web/grants/applicants/grant-application-process/application-statuses.html>. For more detailed information on troubleshooting Adobe errors, you can review the Adobe Reader Error Messages document at <http://www.grants.gov/web/grants/support/technical-support/troubleshooting/encountering-error-messages.html>. If you discover your application is late or has been rejected, please see the instructions below. Note: You will receive a series of confirmations both online and via e-mail about the status of your application. Please do not rely solely on e-mail to confirm whether your application has been received timely and validated successfully.

Submission Problems – What should you do?

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/web/grants/about/contact-us.html>, or access the Grants.gov Self-Service web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>

If electronic submission is optional and you have problems that you are unable to resolve before the deadline date and time for electronic applications, please follow the transmittal instructions for hard copy applications in the Federal Register notice and get a hard copy application postmarked by midnight on the deadline date.

If electronic submission is required, you must submit an electronic application before 4:30:00 p.m., unless you follow the procedures in the Federal Register notice and qualify for one of the exceptions to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. (See the Federal Register notice for detailed instructions.)

Helpful Hints When Working with Grants.gov

Please note, once you download an application from Grants.gov, you will be working offline and saving data on your computer. Please be sure to note where you are saving the Grants.gov file on your computer. You will need to logon to Grants.gov to upload and submit the application. **You must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov.**

Please go to <http://www.grants.gov/web/grants/about/contact-us.html> for help with Grants.gov. For additional tips related to submitting grant applications, please refer to the Grants.gov Submit Application FAQs found on the Grants.gov <http://www.grants.gov/web/grants/support/general-support/faqs.html>.

Dial-Up Internet Connections

When using a dial up connection to upload and submit your application, it can take significantly longer than when you are connected to the Internet with a high-speed connection, e.g. cable modem/DSL/T1. While times will vary depending upon the size of your application, it can take a few minutes to a few hours to complete your grant submission using a dial up connection. **If you do not have access to a high-speed connection and electronic submission is required, you may want to consider following the instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

MAC Users

For MAC compatibility information, review the Operating System Platform Compatibility Table at the following Grants.gov link: <http://www.grants.gov/web/grants/support/technical->

support/recommended-software.html. **If electronic submission is required and you are concerned about your ability to submit electronically as a non-windows user, please follow instructions in the Federal Register notice to obtain an exception to the electronic submission requirement no later than two weeks before the application deadline date.** (See the Federal Register notice for detailed instructions.)

Attaching Files – Additional Tips

Please note the following tips related to attaching files to your application, especially the requirement that applicants **only include read-only, non-modifiable .PDF files** in their application:

1. Ensure that you attach ***.PDF files only*** for any attachments to your application, and they must be in a **read-only, non-modifiable format**. PDF files are the only Education approved file type accepted as detailed in the Federal Register application notice. Applicants must submit individual .PDF files only when attaching files to their application. Specifically, the Department will not accept any attachments that contain files within a file, such as PDF Portfolio files, or an interactive or fillable .PDF file. Any attachments uploaded that are not .PDF files or are password protected files will not be read.
2. Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission. Therefore, each file uploaded to your application package should have a unique file name.
3. When attaching files, applicants should follow the guidelines established by Grants.gov on the size and content of file names. Uploaded files must be less than 50 characters, contain no spaces, no special characters (example: -, &, *, %, /, #, \) including periods (.), blank spaces and accent marks. Applications submitted that do not comply with the Grants.gov guidelines will be rejected at Grants.gov and not forwarded to the Department.
4. Applicants should limit the size of their file attachments. Documents submitted that contain graphics and/or scanned material often greatly increase the size of the file attachments and can result in difficulties opening the files. For reference, the average discretionary grant application package totals 1 to 2 MB. Therefore, you may want to check the total size of your package before submission.

3/2014

Program Background Information

Program Description

The purpose of the JJ Reentry CTE Program is to improve outcomes for justice-involved youth through career and technical education (CTE) programs, reentry services, and employment training opportunities. Through these demonstration grants, the U.S Department of Education (ED) will support the establishment and operation of projects that build on existing efforts to improve reentry outcomes for justice-involved youth, make CTE the education focus of their efforts, and build strong partnerships to implement a comprehensive, collaborative approach to improving education, employment, and other positive, well-being outcomes for justice-involved youths. For more detailed information on the purpose of the JJ Reentry CTE Program, please review carefully the Federal Register Notice Inviting Applications of August 31, 2015. (Federal Register / Vol. 80, No. 168 / page 52459).

Deadline

Grants awarded under this program will be awarded competitively, based on the quality of the applications. The deadline for submitting an application is **October 30, 2015 at 4:30 PM, Washington, DC (Eastern) time**. Applicants are expected to review the instructions provided in this application package AND in the Federal Register Notice Inviting Applications for detailed information on meeting this deadline.

Estimated Size of Awards

The Department expects to award six new grants under this competition. Successful applicants will be funded for a three year period, subject to the availability of funds for Year 2 and Year 3 and to a grantee meeting all requirements for continued participation. The estimated average size of grant awards is \$315,000 per year.

Eligibility

Eligible recipients under the Carl D. Perkins Career and Technical Education Act of 2006 (Perkins IV) are eligible to apply for this demonstration grant opportunity. **Applicants must propose to implement a project in partnership with a juvenile justice agency, local educational agency, postsecondary institution and workforce development agency.** Additional partners can include social service and child welfare agencies, CBOs, and employers and labor organizations. Please see the JJ Reentry CTE Program's Federal Register Notice Inviting Applications for more specific information regarding eligibility.

An application will not be evaluated for funding if – (a) the applicant is not eligible; (b) the applicant does not comply with all the of the procedural rules that govern the submission of the application; (c) the application does not contain the information required under the program; or (d) the proposed project cannot be funded under the authorizing statute or implementing regulations for the program (EDGAR §75.216).

Absolute Priorities

The grant notice includes three absolute priorities. We strongly encourage applicants to review the terms of the absolute priorities carefully. We will consider only applications that meet all three of these absolute priorities (34 CFR 75.105(c) (3)). Applicants must respond to each priority in the Narrative section of their applications and provide sufficient information to demonstrate that they have met each absolute priority.

Absolute Priority 1: Improving School Climate, Behavioral Supports, and Correctional Education.

To meet this priority, an applicant must propose a project designed to improve the quality of CTE programs in juvenile justice facilities (such as detention facilities and secure and non-secure placements) and support reentry after release, by linking the youths to education, wraparound services and youth centered job training programs.

Absolute Priority 2: Enhancing State or Local Efforts to Improve Reentry Outcomes.

To meet this priority, an applicant must propose a project designed to build upon and enhance State or local efforts to improve reentry outcomes for justice-involved youth, such as those carried out under the Elementary and Secondary Education Act's Title I, Part D, Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk, the Second Chance Act, Perkins IV, WIA/WIOA Youth Workforce Investment Activities, the Department of Labor Employment Training Administration Reentry Employment Opportunities programs, career pathways initiatives, or other Federal, State, local, or philanthropy-funded initiatives.

Absolute Priority 3: Partnerships.

To meet this priority, an applicant must propose to implement a project in partnership with a variety of providers and systems. An **applicant must--**

(a) Identify required partners which must include at least one of each of the following--

- (1) Juvenile justice agency;
- (2) Local educational agency (including representatives specializing, for instance, in CTE, special education, and other fields);
- (3) Postsecondary institution (including representatives specializing, for instance, in postsecondary CTE, workforce development, and other fields); and
- (4) Workforce development agency.

(b) In addition, the **applicant may** identify other potential partners, including—

- (1) Child welfare agencies;
- (2) Workforce investment boards;

- (3) Employers;
- (4) Labor organizations;
- (5) Other social service agencies;
- (6) Community-based organizations; and
- (7) Other entities.

(c) Include a letter of commitment from each entity with which it will partner to implement the proposed project.

Competitive Preference Priorities

The grant notice includes two competitive preference priorities. We will award up to an additional 10 points for each competitive preference priority, depending on how well an application meets the priority (EDGAR §75.105(c)(2)(i)). The competitive preference priorities are described in greater detail under the **Selection Criteria** below.

Invitational Priority

The grant notice contains one invitational priority. We do not award additional points for this priority or give an application that meets this invitational priority a competitive or absolute preference over other applications.

Invitational Priority: Leveraging Technology To Support Instructional Practice and Professional Development.

Projects that are designed to leverage technology through implementing high-quality accessible digital tools, assessments, and materials that are aligned with rigorous college- and career-ready standards.

Application Requirements

The grant notice includes six application requirements. We strongly encourage applicants to review the requirements carefully and to address them in the Narrative section of their applications. The application requirements are:

(a) Applicants must propose to serve the residents of at least one residential juvenile justice facility.

(b) Applicants must—

(1) Identify specific practices from the “Guiding Principles for Improving Education Programs in Juvenile Justice Secure Care Settings” that are based on strong theory (as defined in the grant notice) and that they will implement, and describe how those practices will address the specific, identified needs of youths to be served.

(2) Describe each partner's role in implementing the specific practices identified under Application Requirement (b)(1); and

(3) Describe each partner's relevant experience, including experience working with justice-involved youths.

(c) Applicants must describe how the CTE programs to be offered under the JJ Reentry CTE Program will—

(1) Be supported by current labor market information;

(2) Respond to employer needs;

(3) Integrate general employability skills with career and technical instruction;

(4) Provide career exploration, guidance, and planning; and

(5) Lead to industry-recognized credentials that align with secondary and postsecondary CTE programs and/or other workforce training and employment opportunities post-release.

(d) Applicants must describe how professional development needs will be identified and addressed in the project in order to address the needs of participating justice-involved youths and to deliver high-quality CTE services.

(e) Applicants must submit a detailed project plan, for the entire project period. The plan must include a timeline of specific activities to be carried out in each year of the project.

(f) Applicants must—

(1) Include a plan for annual project evaluations that will assess the project's progress in meeting its goals and objectives, provide feedback for the project partners on the effectiveness of key project components, and identify areas needing improvement; and

(2) Describe current capacity to share participant data collected by the different project partners and a plan to improve that capacity if necessary, for the purpose of meeting participant needs and reporting valid and reliable data on the required performance measures.

Selection Criteria

Applications will be reviewed and scored individually against six (6) selection criteria. In addressing the criteria, applicants are strongly encouraged to make explicit connections to the priorities and application requirements listed in the grant notice. These criteria were chosen from those published in the Department's section of the Code of Federal Regulations¹. Each

¹ For a complete list of the department's selection criteria, please see 34 CFR 75.210 in the Code of Federal Regulations.

selection criterion is assigned a point value for a maximum score of 100. An applicant's final score will include both points awarded based on the selection criteria and also any points awarded for the two competitive preference priorities.

(1) Need for project (up to 15 points).

- (a) The Secretary considers the need for the proposed project.
- (b) In determining the need for the proposed project, the Secretary considers:

- (i) The magnitude of the need for the services to be provided or the activities to be carried out by the proposed project (up to 5 points); and

- (ii) The extent to which specific gaps or weaknesses in services, infrastructure, or opportunities have been identified and will be addressed by the proposed project, including the nature and magnitude of those gaps or weaknesses (up to 10 points).

(2) Significance (up to 10 points).

- (a) The Secretary considers the significance of the proposed project.
- (b) In determining the significance of the proposed project, the Secretary considers--

- (i) The likelihood that the proposed project will result in system change or improvement (up to 5 points) and

- (ii) The extent to which the proposed project is likely to build local capacity to provide, improve, or expand services that address the needs of the target population (up to 5 points).

(3) Quality of the project design (up to 30 points).

- (a) The Secretary considers the quality of the design of the proposed project.
- (b) In determining the quality of the design of the proposed project, the Secretary considers—

- (i) The extent to which the goals, objectives, and outcomes to be achieved by the proposed project are clearly specified and measurable (up to 5 points);

- (ii) The extent to which the design of the proposed project is appropriate to, and will successfully address, the needs of the target population or other identified needs (up to 5 points);

- (iii) The extent to which the proposed project is designed to build capacity and yield results that will extend beyond the period of Federal financial assistance (up to 5 points);

- (iv) The extent to which the proposed project represents an exceptional approach to the priority or priorities established for the competition (up to 10 points); and

(v) The extent to which the proposed project is supported by strong theory (as defined in 34 CFR 77.1(c)) (up to 5 points).

(4) Quality of the management plan (up to 15 points).

(a) The Secretary considers the quality of the management plan for the proposed project.
(b) In determining the quality of the management plan for the proposed project, the Secretary considers—

(i) The adequacy of the management plan to achieve the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks (up to 10 points); and

(ii) The extent to which the time commitments of the project director and principal investigator and other key project personnel are appropriate and adequate to meet the objectives of the proposed project (up to 5 points).

(5) Adequacy of resources (up to 15 points).

(a) The Secretary considers the adequacy of resources for the proposed project.
(b) In determining the adequacy of resources for the proposed project, the Secretary considers—

(i) The relevance and demonstrated commitment of each partner in the proposed project to the implementation and success of the project (up to 5 points);

(ii) The extent to which the costs are reasonable in relation to the objectives, design, and potential significance of the proposed project (up to 5 points); and

(iii) The potential for continued support of the project after Federal funding ends, including, as appropriate, the demonstrated commitment of appropriate entities to such support (up to 5 points).

(6) Quality of the project evaluation (up to 15 points).

(a) The Secretary considers the quality of the evaluation to be conducted of the proposed project.
(b) In determining the quality of the evaluation, the Secretary considers—

(i) The extent to which the methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project (up to 5 points);

(ii) The extent to which the methods of evaluation include the use of objective performance measures that are clearly related to the intended outcomes of the project and will produce quantitative and qualitative data to the extent possible (up to 5 points); and

(ii) The extent to which the methods of evaluation will provide performance feedback and permit periodic assessment of progress toward achieving intended outcomes (up to 5 points).

***NOTE:** Because the grant notice includes two competitive preference priorities, applicants have the opportunity to earn additional points. We will award up to an additional 10 points for each competitive preference priority, depending on how well an application meets the priority. As a result, the total maximum score possible for any application is **120 points**.*

Competitive Preference Priority 1: Coordinating Juvenile Justice Reentry Education Programs and Services (up to 10 points).

Projects that are designed to coordinate juvenile justice reentry education programs and services to be provided with programs and services being provided through subgrants received under Title I, Part D, Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk of the Elementary and Secondary Education Act.

Competitive Preference Priority 2: Improving Job-Driven Training and Employment Outcomes (up to 10 points).

Projects that are designed to improve job-driven training and employment outcomes for participating justice-involved youths by integrating the education and training to be provided into a career pathways program or system that: (1) aligns education and training programs offered by community colleges, other institutions of higher education, and other workforce training providers; (2) offers related stackable credentials (as defined in this notice); and (3) provides support services that enable high-need students (as defined in this notice) to obtain industry-recognized credentials and obtain employment within an occupational area with the potential to advance to higher levels of education and employment in that area.

Webinar for Prospective Applicants

To assist prospective applicants in preparing their applications, the Office of Career, Technical, and Adult Education will host a Pre-Application webinar for the JJ Reentry CTE Program on September 9, 2015 at 3:30 pm Eastern time.

Topic: Pre-Application Webinar – Juvenile Justice Reentry Education Program: Opening Doors to College and Careers through Career and Technical Education, CFDA 84.051A (JJ Reentry CTE Program)

Date: Wednesday, September 9, 2015

Time: 3:30 pm, Eastern Daylight Time (New York, GMT-04:00)

To register

1. Go to <https://educate.webex.com/educate/j.php?RGID=rb16c61fdc3930276ce4ea529148f9644>
2. Register for the meeting.
3. Check for confirmation email with instructions on how to join

To view in other time zones or languages, please click the link:

<https://educate.webex.com/educate/j.php?RGID=redfb2ee1a45a0b927648c55b211c23eb>

For assistance

1. Go to <https://educate.webex.com/educate/mc>
2. On the left navigation bar, click "Support".

You can contact me at:

charles.browne@ed.gov

1-202-245-6901

Sign up for a free trial of WebEx

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<http://www.webex.com>

Reporting and Accountability

Pursuant to the Government Performance and Results Act (GPRA), the Department has established goals and measures for the JJ Reentry CTE Program. The goal is to improve outcomes for justice-involved youth through career and technical education (CTE) programs, reentry services, and employment training opportunities. To measure the overall effectiveness of projects funded under this competition, grantees should be prepared to collect and report on the following measures of effectiveness:

- (a) The number and percentage of youths served by the JJ Reentry CTE Program that are enrolled in further education or training, post-release, such as:
 - (1) Secondary education or other State-approved equivalent;
 - (2) GED bridge program;
 - (3) Postsecondary education; or
 - (4) Workforce training program.
- (b) The number and percentage of youths served by the JJ Reentry CTE Program that complete secondary education.
- (c) The number and percentage of youths served by the JJ Reentry CTE Program that attain an industry-recognized credential, certificate, or degree.
- (d) The number and percentage of youths served by the JJ Reentry CTE Program that seek and obtain employment after release.
- (e) The number and percentage of youths served by the JJ Reentry CTE Program that are adjudicated within one year of release, as evidenced by rearrest, conviction for new offenses (as a juvenile or adult), and reincarceration.

In addition to these measures, applicants may establish interim or other measures that they think will be useful in measuring positive outcomes for participating youths, such as learning gains, continued enrollment in CTE courses that support the student's career goals, desired changes in behavior, and other measures of positive youth gains. Grantees will be responsible for collecting and reporting data annually on the required performance measures as well as any other performance measures they choose to establish for this JJ Reentry CTE Program.

At the end of the project period, grantees must submit a final performance report, including financial information, as directed by the Secretary. Successful applicants receiving multi-year awards must submit an annual performance report that details current performance and financial expenditure information as directed by the Secretary under 34 CFR 75.118. The Secretary may also require more frequent performance reports under 34 CFR 75.720(c).

Application Instructions

Required Electronic Application Format

Applications for grants under this competition must be submitted electronically via Grants.gov unless you qualify for an exception to the electronic submission requirement and submit, no later than two weeks before the application deadline date, a written statement to the Department that you qualify for one of these exceptions. For more information on the exceptions, see the JJ Reentry CTE Program Federal Register Notice Inviting Applications.

Electronic Application Submission Checklist

We recommend that you organize your electronic application in the following manner and include the following parts in order to expedite the review process. Instructions for all parts and forms of the application are found either in this application package, individually for each form on Grants.gov, or on the Department of Education website². *Review your electronic application to ensure you have completed the following forms and sections:*

Part 1: Preliminary Documents

- Application for Federal Assistance (ED Form SF 424)
- ED Supplemental Information for SF 424

Part 2: Budget Information

- ED Budget Information Non-Construction Programs (ED 524)

Part 3: ED Abstract Form

- Abstract Form

Part 4: Project Narrative Attachment Form

- Application Narrative

Part 5: Budget Narrative Attachment Form

- Budget Narrative

Part 6: Other Attachments Form

- Individual Resumes for Project Director & Key Personnel

Part 7: Assurances and Certifications

- Assurances for Non-Construction Programs (SF 424B Form)
- Disclosure of Lobbying Activities (Certification Regarding Lobbying)
- Grants.gov Lobbying Form (Form LLL)
- General Education Provisions Act (GEPA) Requirements – Section 427 (GEPA 427 form)

Part 8: Intergovernmental Review of Federal Programs (Executive Order 12372)

² ED grant forms with their related instructions can be found at: <http://www2.ed.gov/fund/grant/apply/appforms/appforms.html>

Part 1: Preliminary Documents

- Application for Federal Assistance (ED Form SF 424)
- ED Supplemental Information for SF 424

In order to apply using Grants.gov, an applicant must use a standard application form. ED provides its version of the standard application form and a supplemental information form. The form contains required fields that are identified with an asterisk () and are also specified as “Required” in the ED 424 instructions document. The application page limit does not apply to Part 1.*

These forms require basic identifying information about the applicant and the application. Please provide all requested applicant information (including name, address, e-mail address and DUNS number).

When applying electronically via Grants.gov, you will need to ensure that the DUNS number you enter on your application is the same as the DUNS number your organization used when it registered with the System for Award Management.

Applicants are advised to complete the Application for Federal Assistance (Form SF 424) first. Grants.gov will automatically insert the correct CFDA and program name automatically wherever needed on other forms.

NOTE: Please do not attach any narratives, supporting files, or application components to the Standard Form (SF 424). Although this form accepts attachments, the Department of Education will only review materials/files attached in accordance with the instructions provided within this application.

Part 2: Budget Information

ED Budget Information Non-Construction Programs (ED 524)

*This part of your application contains information about your budget request. ED provides form ED 524, Budget Information for Non-Construction Programs to create a budget for the proposed project. You must consult with your **Business Office** prior to submitting this form. Each application must include a budget (and budget narrative) for the entire 36-month project period. Program-specific instructions for completing ED 524 are provided below. Additional information that may be helpful in preparing your budget is provided in Part 5. The application page limit does not apply to Part 2.*

Section A:

Personnel (line 1): Enter project personnel salaries and wages only. Include fees and expenses for consultants on line 6.

Fringe Benefits (line 2): The agency/district/institution's normal fringe benefits contribution may be charged to the program. Leave this line blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect cost.

Travel (line 3): Indicate the travel costs of employees and participants (if applicable) only, including travel for 2 project representatives to attend the annual JJ Reentry CTE Program meeting in Washington, DC for each year of the proposed project. *Include travel of persons such as consultants on line 6.*

Equipment (line 4): Indicate the cost of tangible, non-expendable personal property that has usefulness greater than one year and acquisition costs that are the lesser of the capitalization level established by the applicant entity for financial statement purposes or \$5,000 per article. Lower limits may be established to maintain consistency with the applicant's policy.

Supplies (line 5): Show all tangible, expendable personal property. Direct supplies and materials differ from equipment in that they are consumable, expendable, and of a relatively low unit cost. *Supplies purchased with grant funds should directly benefit the grant project and be necessary for achieving the goals of the project.*

Contractual (line 6): The contractual category should include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract.

Construction (line 7): Not applicable.

Other (line 8): Indicate all direct costs not covered on lines 1-6. For example, include costs such as space rental, required fees, honoraria and travel (where a contract is not in place for services),

training, and communication and printing costs. *Do not include costs that are included in the indirect cost rate.*

Total Direct Costs (line 9): The sum of lines 1-8.

Indirect Costs (line 10): The Department reimburses grantees for a portion of indirect costs that the grantee incurs while administering projects funded under JJ Reentry, 84.051A. However, in accordance with section 311(a) of Perkins IV, funds under this program must be used to *supplement, not supplant*, non-Federal funds used to carry out career and technical education activities. The prohibition against supplanting means that grantees will be required to use their negotiated **restricted indirect cost rate** under this program. (34 CFR 75.563).

Applicants with questions about using a restricted indirect cost rate under this program should contact the program contact person shown elsewhere in this application package or in the JJ Reentry CTE Program Federal Register Notice Inviting Applications.

Training Stipends (line 11): *Salary stipends paid to personnel for participating in short-term professional development should be reported in Personnel (line 1).*

Total Cost (line 12): This should equal to sum of lines 9-11 (total direct costs + indirect + stipends). The sum for column one, labeled *Project Year 1* (a), should also be equal to item 15a on the application cover sheet (SF Form 424).

Section B

This program does not require cost sharing or matching; however, if you propose to use non-Federal resources to support the project, they should be shown for each applicable budget category in Section B.

Part 3: ED Abstract Form

Abstract Form

This section should be attached as a single document to the ED Abstract Form in accordance with the instructions found on Grants.gov. Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application. The application page limit does not apply to Part 3.

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

The project abstract should not exceed **two** pages and should include a concise description of the following information:

- Key project objectives and activities;
- Participating residential juvenile justice facility;
- Number of participants to be served;
- Entities to be included in the partnership;
- CTE programs to be offered;
- Other services to be offered; and
- Intended project outcomes.

Note: Grants.gov may include a note that indicates that the project abstract may not exceed one page; however, an abstract of more than one page may be uploaded.

Part 4: Project Narrative Attachment Form

Application Narrative

*This section should be attached as a **single** document to the Project Narrative Attachment Form in accordance with the instructions found on [Grants.gov](https://www.grants.gov).*

Ensure that you only attach the Education approved file types as detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

The Application Narrative is a critical part of your application. **The 35-page limit applies to all content within Part 4.** Our reviewers will not read any pages of Part 4 that exceed the page limit.

The application narrative responds to the absolute priorities, competitive preference priorities, invitational priorities, application requirements and selection criteria found in this application package (see **Program Background Information**), which are taken from the JJ Reentry CTE Program Federal Register Notice Inviting Applications. The application narrative should include a Table of Contents and follow the order of the priorities, application requirements, and selection criteria in order to expedite the review process.

The Application Narrative must adhere to the following guidelines:

- A “page” is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point or larger or no smaller than 10 pitch (characters per inch).
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial. An application submitted in any other font (including Times Roman or Arial Narrow) will be not accepted.

Part 5: Budget Narrative Attachment Form

Budget Narrative

*This section should be attached as a **single** document to the Budget Narrative Attachment Form in accordance with the instructions found on [Grants.gov](https://www.grants.gov). The application page limit does not apply to Part 5.*

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

Each application must also provide a Budget Narrative (which serves to meet the requirements of ED Form 524, Section C) for requested Federal funds. The Budget Narrative for requested Federal funds should provide a justification of how the money requested for each budget item will be spent.

This section requires an **itemized budget breakdown** for each project year and the **basis for estimating the costs** of personnel salaries, benefits, project staff travel, materials and supplies, consultants and subcontracts, indirect costs and any other projected expenditures. Be sure to complete an itemized budget breakdown and narrative for each year of the proposed project. The applicant should provide sufficient detail to enable reviewers and project staff to understand how requested funds will be used, how much will be expended, and the relationship between the requested funds and project activities and outcomes.

Important Note

Applicants are encouraged to review OMB Uniform Guidance Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards codified at 2 CFR 200 in preparing their budget narrative. OMB's Uniform Guidance at 2 CFR 200 is a key component of a larger Federal effort to more effectively focus Federal grant resources on improving performance and outcomes while ensuring the financial integrity of taxpayer dollars.

Suggested Guidelines for the Budget Narrative

In accordance with 34 CFR 75.232, Department of Education staff will perform a cost analysis of the each application recommended for funding to ensure that costs relate to the activities and objectives of the project, are reasonable, allowable and allocable. We may delete or reduce costs from the budget during this review.

To facilitate the review of your Budget Narrative, we encourage each applicant to include the

following information for each year of the project:

1. Personnel

- Provide the title and duties of each position to be compensated under this project.
- Provide the salary for each position under this project.
- Provide the amounts of time, such as hours or percentage of time to be expended by each position under this project.
- Explain the importance of each position to the success of the project.
- Provide the basis for cost estimates or computations.

2. Fringe Benefits

- Give the fringe benefit percentages of all personnel included under Personnel.
- Provide the rate and base on which fringe benefits are calculated.

3. Travel

- Explain the purpose of the travel, how it relates to project success, how it aligns with the project goals and objectives and which program participants or staff will participate. Submit an estimate for the number of trips, points of origin and destination, and purpose of travel. Include travel for 2 representatives to attend a JJ Reentry CTE Program meeting in Washington, DC for each year of the proposed project.
- Submit an itemized estimate of transportation and/or subsistence costs for each trip.
- Provide the basis for cost estimates or computations.

4. Equipment

- Indicate the estimated unit cost for each item to be purchased.
- Identify each type of equipment.
- Provide adequate justification of the need for items of equipment to be purchased.
- Explain the purpose of the equipment, and how it relates to project success.
- Provide the basis for cost estimates or computations.

5. Supplies

- Provide an itemized estimate of materials and supplies by nature of expense or general category (e.g., instructional materials, office supplies, etc.).
- Explain the purpose of the supplies and how they relate to project success.
- Provide the basis for cost estimates or computations.

6. Contractual

- Provide the purpose and relation to project success.
- Describe the products to be acquired, and/or the professional services to be provided.
- Provide a brief justification for the use of the contractors selected.
- Identify the name(s) of the contracting party, including consultants, if available.
- Provide the cost per contractor.
- Provide the basis for cost estimates or computations.

7. Construction

- Not applicable.

8. Other

- List and identify items by major type or category (e.g., communications, printing, postage, equipment rental, etc.).
- Provide the cost per item (e.g., printing = \$500, postage = \$750).
- Provide the purpose for the expenditures and relation to project success.
- Provide the basis for cost estimates or computations.

9. Total Direct Costs

- The amount that is the sum of expenditures, per budget category, of lines 1-8.

10. Indirect Costs

- Identify the negotiated restricted indirect cost rate (if you will charge indirect costs to the grant)
- Provide a copy of the most recent approved indirect cost agreement in Part 6: Other Attachments Form of the application.

11. Training Stipends

12. Total Costs

- Sum total of direct costs, indirect costs, and stipends.
- Please provide total costs for each year of the project as well as grand total cost for the entire project (36 months).

NOTE: The Budget Narrative should also explain where funding/resources from other Federal or Non-Federal sources will be used to fund specific practices from the “Guiding Principles for Improving Education Programs in Juvenile Justice Secure Care Settings” in accordance with Application Requirement (b).

Part 6: Other Attachments Form

- Individual Resumes for Project Director & Key Personnel
- Letters of Commitment
- Other Supporting Documentation

Attach one or more documents to the Other Attachments Form in accordance with the instructions found on Grants.gov. You may provide all of the required information in a single document, or in multiple documents. The application page limit does not apply to Part 6.

Ensure that you only attach the Education approved file types detailed in the Federal Register application notice (read-only, non-modifiable .pdf files). Also, do not upload any password-protected files to your application.

Please note that Grants.gov cannot process an application that includes two or more files that have the same name within a grant submission.

When attaching files, applicants should limit the size of their file names. Lengthy file names could result in difficulties with opening and processing your application. We recommend your file names be less than 50 characters.

- Individual Resumes for Project Directors and Key Personnel:** Provide brief resumes that describe the qualifications of key personnel and/or job descriptions of staff to be hired.
- Letters of Commitment:** Include a letter of commitment from each entity with which you will partner to implement the proposed project, in accordance with Absolute Priority 3.
- Other Supporting Documentation:** If you have other supporting documentation that you wish to provide, you may attach it in this part.

Part 7: Assurances and Certifications

- Assurances for Non-Construction Programs (SF 424B Form)
- Disclosure of Lobbying Activities (Certification Regarding Lobbying)
- Grants.gov Lobbying Form (Form LLL)
- General Education Provisions Act (GEPA) Requirements – Section 427 (GEPA 427 form)

Be certain to complete all required assurances and certifications in [Grants.gov](https://www.grants.gov), and include all required information in the appropriate place on each form³. The application page limit does not apply to Part 7.

With regard to the General Education Provisions Act (GEPA) Requirements, please be advised that all applicants for new awards **must** include information in their applications to address this provision in order to receive funding under this program.

Section 427 **requires** each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age.

A general statement of an applicant's nondiscriminatory hiring policy is **not** sufficient to meet this requirement. Applicants must identify potential barriers and explain steps they will take to overcome these barriers.

Applicants are **required** to address this provision by attaching a statement (not to exceed three pages) to the **ED GEPA427 form** that is included in the electronic application package in Grants.gov.

³ ED grant forms with their related instructions can be found at: <http://www2.ed.gov/fund/grant/apply/appforms/appforms.html>

Part 8: Intergovernmental Review of Federal Programs (Executive Order 12372)

This program falls under the rubric of Executive Order 12372 (Intergovernmental Review of Federal Programs) and the regulations in 34 CFR Part 79. At this time, you do not need to attach anything in this part. The deadline for submitting comments is December 29, 2015. See below for further information on complying with the Executive Order.

One of the objectives of the Executive order is to strengthen federalism--or the distribution of responsibility between localities, States, and the Federal government--by fostering intergovernmental partnerships. This idea includes supporting processes that State or local governments have devised for coordinating and reviewing proposed Federal financial grant applications.

The process for doing this requires grant applicants to contact State Single Points of Contact for information on how this works. Multi-state applicants should follow procedures specific to each state.

Further information about the State Single Point of Contact (SPOC) process and a list of names by State can be found at:

http://www.whitehouse.gov/omb/grants_spoc

Not all states have chosen to participate in the intergovernmental review process, and therefore do not have a SPOC. In the absence of specific State review programs, applicants may submit comments directly to the Department. All recommendations and comments must be mailed or hand-delivered by the date indicated in the JJ Reentry CTE Program Federal Register Notice Inviting Applications to the following address: The Secretary, EO 12372--CFDA# 84.051A, U.S. Department of Education, Room 7E200, 400 Maryland Avenue, SW, Washington, DC 20202.

Proof of mailing will be determined on the same basis as applications (see 34 CFR §75.102). Recommendations or comments may be hand-delivered until 4:30 p.m. (Eastern time) on December 29, 2015.

Important note: Do not send applications to the above address.

Legal and Regulatory Information

Notice Inviting Applications

Please visit the Federal Register website at <http://www.gpo.gov/fdsys/pkg/FR-2015-08-31/pdf/2015-21533.pdf> for the full text of the grant notice.

Application Submission Reminders

Unless you qualify for an exception, applications for the JJ Reentry CTE Program **must** be submitted electronically using Grants.gov⁴.

Please note, you will be working offline to complete your application and saving data on your computer. Be sure to note where you are saving the Grants.gov file on your computer.

Applications and their attachments are required in **.pdf format only**. Applications submitted to Grants.gov will be posted using Adobe forms; therefore, applicants will need the latest version of Adobe reader (at least Adobe Reader 10.1.14). Links to download the latest version of Adobe are available from Grants.gov. Under **Grants.gov Submission Procedures and Tips for Applicants**, please read and follow the Attaching Files – Additional Tips section related to attaching files to your application, especially **the requirement that applications include read-only, non-modifiable .PDF files**.

We strongly recommend that you review the **Grants.gov Submission Procedures and Tips for Applicants** carefully to ensure that your application will be received before the deadline and accepted by the Department of Education. The following tips are worth repeating:

- **Register early – Grants.gov registration involves many steps including registration on SAM (www.sam.gov) which may take approximately one week to complete but could take much longer.** You may begin working on your application while completing the registration process, but you cannot submit an application until all of the Registration steps are complete.⁵
- **Submit early – We strongly recommend that you do not wait until the last day to submit your application.** Grants.gov will put a date/time stamp on your application and then process it after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors including the size of the application and the speed of your Internet connection, and the time it takes Grants.gov to process the application will vary as well. If Grants.gov rejects your application, you will need to resubmit successfully to Grants.gov before 4:30:00 p.m. Washington, DC (Eastern) time on the deadline date.⁶

⁴ The web address for Grants.gov is www.Grants.gov.

⁵ For detailed information on the registration steps, please go to: [\[http://www.grants.gov/applicants/get_registered.jsp\]](http://www.grants.gov/applicants/get_registered.jsp). Your organization will need to update its System for Award Management (SAM) registration annually. SAM replaces the Central Contractor Registry (CCR).

⁶ To submit successfully, you must provide the DUNS number on your application that was used when you registered as an Authorized Organization Representative (AOR) on Grants.gov. This DUNS number is typically the same number used when your organization registered with the SAM (formerly CCR -Central Contractor Registry). If you do not enter the same DUNS number on your application as the DUNS you registered with, Grants.gov will reject your application.

- **Verify your submission – You will want to verify that Grants.gov received your application submission on time and that it was validated successfully.** To see the date/time your application was received, login to Grants.gov and click on the Track My Application link. For a successful submission, the date/time received should be earlier than 4:30:00 p.m. Washington, DC time, on the deadline date, AND the application status should be: Validated, Received by Agency, or Agency Tracking Number Assigned. If the date/time received is later than 4:30:00 p.m. Washington, D.C. time, on the deadline date, your application is late.

Once the Department of Education receives your application from Grants.gov, an Agency Tracking Number (PR/award number) will be assigned to your application and will be available for viewing on Grants.gov's Track My Application link.

If you have problems submitting to Grants.gov before the closing date, please contact Grants.gov Customer Support at 1-800-518-4726 or <http://www.grants.gov/contactus/contactus.jsp>, or access the Grants.gov Self-Service web portal at: <https://grants-portal.psc.gov/Welcome.aspx?pt=Grants>