

U.S. Department of Justice

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Office of Justice Programs

Office of Sex Offender Sentencing, Monitoring

Apprehending, Registering, and Tracking



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking \(SMART\)](#), is seeking applications for funding under the SMART Office FY 2014 Campus Sexual Assault Perpetrator Treatment Pilot Project. This program furthers the Department's mission by supporting projects that will pilot test programs to enhance sex offender management practices.

## SMART FY 14 Campus Sexual Assault Perpetrator Treatment Pilot Project

### Eligibility

Eligible applicants are nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education; or public and state controlled institutions of higher education; or private institutions of higher education; or small businesses.

The SMART Office welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the project.

The SMART Office may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 18.) All applications are due by 11:59 p.m. eastern time on June 13, 2014, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

### Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). The

[Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the SMART Office contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact Faith A. Baker, Associate Director, by telephone at 202-305-2586, or by e-mail at [Faith.Baker@usdoj.gov](mailto:Faith.Baker@usdoj.gov); or Scott Matson, Senior Policy Advisor, by telephone at 202-305-4560, or by e-mail at [Scott.Matson@usdoj.gov](mailto:Scott.Matson@usdoj.gov).

Grants.gov number assigned to this announcement: SMART-2014-3915

[Release date: April 29, 2014]

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# SMART FY 14 Campus Sexual Assault Perpetrator Treatment Pilot Project (CFDA # 16.203)

## Overview

Many campuses lack the training and resources to adequately address sexual assault, and rape crisis services are often minimal; appropriate sanctions and management options for perpetrators are practically nonexistent. To address this lack of programming, the SMART Office has developed this solicitation for the purposes of creating a treatment curriculum for campus perpetrators of sexual assault and pilot testing the curriculum on one or more college campuses. This project is authorized by Department of Justice Appropriations Act, 2014, Pub. L. No. 113-76, 128 Stat 5, 63, January 17, 2014.

## Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 13, 2014. See "How to Apply" on page 18 for details.

## Eligibility

Refer to the title page for eligibility under this program.

## Specific Information

According to a 2007 study of campus sexual assault,<sup>1</sup> nearly one in five women has been sexually assaulted while in college. Most college victims are assaulted by someone they know, especially in incapacitated assaults. Reporting rates for campus sexual assault are very low: on average only 12% of student victims report the assault to law enforcement. Perpetrators often prey on incapacitated women, and even provide their victims with drugs or alcohol. A study of repeat rapists found that over 80% of undetected college rapists reported committing rapes of women who were incapacitated because of drugs or alcohol.<sup>2</sup> Evidence further suggests that many campus perpetrators of sexual assault are serial offenders. The same study found that 63% of rapists reported committing repeat rapes, averaging six each. More than two-thirds (68%) of the repeat rapists admitted to other forms of interpersonal violence, averaging 14

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<sup>1</sup> Krebs, C. P., Lindquist, C. H., Warner, T. D., Fisher, B. S., & Martin, S. L. (2007). The Campus Sexual Assault (CSA) Study. Washington, D.C.: National Institute of Justice.

<sup>2</sup> Lisak, D., & Miller, P. M. (2002). Repeat rape and multiple offending among undetected rapists. *Violence and Victims*, 73-84.

violent acts.<sup>3</sup> These data indicate that college perpetrators are similar to rapists in the general population and that alcohol is often used to facilitate the assault.

Unfortunately little happens to the campus perpetrator, and many are found not responsible by the campus judicial process.<sup>4</sup> Research is desperately lacking in this area. Anecdotal information suggests that consequences for offenders include reprimand, suspension, counseling, community service, probation, stay-away or no-contact orders, residence hall and/or parking lot restrictions. Perpetrators might also be removed from a class or activity they had in common with the victim. Sometimes the perpetrator voluntarily withdraws and expulsion is rare. Treatment targeting the sexually abusive behavior is not an option, nor is it a consequence for the perpetrator.

Recent research has shown a relatively consistent pattern of positive findings related to treatment effectiveness for individuals who commit sexual assault. Systematic reviews and meta-analyses that employ more advanced and scientifically rigorous methods consistently indicate that treatment works. For example, one study found that cognitive-behavioral/relapse prevention treatment, behavioral treatment, and hormonal medication significantly reduced sexual recidivism.<sup>5</sup> For sex offenders receiving cognitive-behavioral/relapse prevention treatment, the study showed an average recidivism rate of 9%, compared to an average recidivism rate of 21% for untreated sex offenders. A recent meta-analysis of six highly rigorous studies of adult sex offender treatment with aftercare found that these programs reduced recidivism, on average, by nearly 10%. In addition, these programs produced a net return on investment of more than \$4,000 per program participant.<sup>6</sup> Taken together, the overall pattern of positive findings from single studies and synthesis research lend support to the conclusion that treatment for sex offenders can be effective.

Many campuses lack the training and resources to adequately address sexual assault, and rape crisis services are often minimal; appropriate sanctions and treatment options for perpetrators are practically nonexistent.<sup>7</sup> To address this dearth of programming, the SMART Office has developed this solicitation in order to create a treatment curriculum for campus perpetrators of sexual assault based upon treatment approaches demonstrated to be effective through empirical research. The curriculum will be implemented and tested on one or more college campuses for the purposes of demonstrating treatment effectiveness with this population and future replication on other campuses.

### **Goals, Objectives, and Deliverables**

The goal of this project is to develop treatment options for campuses to adequately address sexual assault. SMART is seeking applications to support the development and implementation of a Campus Sexual Assault Perpetrator Treatment Program. The applicant, in the narrative, will provide the name(s) of the college campus(es). Additionally, applicants must collect information about sexual assault adjudication processes and perpetrator adjudication outcomes on the

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<sup>3</sup> Lisak & Miller (2002).

<sup>4</sup> Lombardi, K., Jones, K., Dattaro, L., Jimenez, C., Cheek, L., et al. (2010, February 24). Sexual assault on campus: A frustrating search for justice. Washington, DC: The Center for Public Integrity. Retrieved from [http://www.publicintegrity.org/investigations/campus\\_assault/](http://www.publicintegrity.org/investigations/campus_assault/)

<sup>5</sup> MacKenzie, D.L. (2006). *What Works in Corrections: Reducing the Criminal Activities of Offenders and Delinquents*. New York, NY: Cambridge University Press.

<sup>6</sup> Drake, E.K., Aos, S., & Miller, M. (2009). Evidence-based public policy options to reduce crime and criminal justice costs: Implications in Washington State. *Victims and Offenders*, 4, 170–196.

<sup>7</sup> Lombardi, et al. (2010).

campus; document available sanctions for those individuals found responsible, which provides data on consequences for offenders. In addition, the developed treatment program could be used as a possible sanction.

An applicant will be selected for SMART Office funding based upon their responses to the Selection Criteria listed in the section, "What an Application Must Include" on page 10. The application should clearly describe and demonstrate how the project will:

- Build knowledge and new evidence on sanctions and treatment options to support the program.
- Develop and implement an evidenced-based treatment curriculum with fidelity which includes, but not limited to, risk/needs assessment processes; treatment modality; dosage recommendations; treatment progress tracking; provider qualifications; and training and resources available to staff.
- Protect victim safety and avoid processes and treatments that may traumatize or blame victims.
- Explore the use of the developed treatment curriculum as a possible sanction for perpetrators.
- Collect program development and participant data.
- Work collaboratively with the SMART Office.
- Participate in an evaluation at a later date (should funds become available).

In addition, applications must include a monitoring and evaluation plan for information collection and analysis. Applicants are encouraged to consider and include the following outcomes of interest in monitoring and evaluation plans:

- Descriptive information about perpetrators on the campus(es), including those eligible for the program.
- Recidivism outcomes (new findings for sexual, violent, and any criminal offenses).
- Changes in participant behavior, measured, for example, as pro-criminal attitudes or antisocial behavior (outcomes).
- Employment and housing opportunities for participants.
- Participant drug and alcohol use.
- Participation in other treatment, including substance abuse and mental health services.
- Program cost effectiveness.

A comprehensive report will be the final deliverable for this project. The report should contain, but not be limited to the following:

- The final treatment curriculum developed.
- A detailed description of the theoretical and evidence-base for the treatment curriculum.
- Documentation of the process of implementing the curriculum.
- Descriptive information on the number and types of perpetrators served.
- Offender profiles (including demographics, adjudication information, risk/needs assessment information, treatment received, and a description of adjunct supervision and/or treatment services).
- Descriptive information about services provided to the victims of these perpetrators.

- An ongoing monitoring and evaluation plan, including data analysis.
- Any outcome information available from the above-mentioned outcomes of interest.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's [CrimeSolutions.gov](http://CrimeSolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Applicants may also find useful information about effective prevention and evidence-based treatment for sexual abusers and their victims through the Safer Society Foundation, Inc., [www.saferociety.org](http://www.saferociety.org), and the Association for the Treatment of Sexual Abusers, [www.atsa.com](http://www.atsa.com).

### **Amount and Length of Awards**

The SMART Office anticipates that it will make one award of up to \$1,500,000 for a 36-month project period.

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

### **Budget Information**

Applicant proposals may include funds to support treatment curriculum development and information collection on sexual assault services and sanctions available on the campus. In addition, funds can be used to support the implementation of curriculum, including hiring, training, and maintaining staff; documenting outcomes; and final report development.

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at [www.opm.gov/salary-tables](http://www.opm.gov/salary-tables). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation

limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on “conference” approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage 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. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

### **Match Requirement**

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

### **Performance Measures**

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so



that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
Develop knowledge on current campus sanctions for sexual assault perpetrators.	Provide deliverables that meets expectations	Submit a comprehensive report that provides information on the following: <ul style="list-style-type: none"> <li>• sexual assault adjudication processes, including composition of judicial board</li> <li>• perpetrator adjudication outcomes on the campusavailable sanctions for those individuals found responsible of sexual assault</li> </ul>
Develop and implement an evidence-based Campus t Sexual Assault Perpetrator Treatment Program with fidelity.	Develop a curriculum treatment plan that will be pilot tested	Provide a treatment curriculum that was pilot tested, which includes, but is not limited to, the following: <ul style="list-style-type: none"> <li>• risk/needs assessment processes</li> <li>• treatment modality</li> <li>• dosage recommendations</li> <li>• treatment progress tracking</li> <li>• provider qualifications</li> <li>• training and resources available to staff</li> </ul>
	Develop a revised curriculum treatment plan that is revised after pilot testing (if applicable)	Provide revised treatment curriculum after pilot testing (if applicable)
	Provide deliverables that meet expectations	Submit comprehensive final report that includes, but is not limited to: <ul style="list-style-type: none"> <li>• the final treatment curriculum developed;</li> <li>• a detailed description of the theoretical and evidence-base for the treatment curriculum;</li> <li>• documentation of the process of implementing the curriculum;</li> </ul>

		<ul style="list-style-type: none"> <li>• descriptive information on the number and types of perpetrators served;</li> <li>• offender profiles (including demographics, adjudication information, risk/needs assessment information, treatment received, and a description of adjunct supervision and/or treatment services);</li> <li>• descriptive information about services provided to the victims of these perpetrators;</li> <li>• an ongoing monitoring and evaluation plan, including analysis of data; and</li> <li>• additional relevant outcome of interest data</li> </ul>
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OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 10 for additional information.

**Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

**What an Application Should Include**

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a

decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that the SMART Office has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, SMART Office has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

## 1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

## 2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- written for a general public audience.
- submitted as a separate attachment with "Project Abstract" as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at [www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).

**Permission to Share Project Abstract with the Public:** It is unlikely that the SMART Office will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public.

Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

**Note:** OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

### **3. Program Narrative**

The program narrative should respond to the solicitation and present a detailed description of the purpose, scope, goals and objectives of the proposed project. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 25 pages. Please number pages "1 of 25," "2 of 25," etc. Submissions that do not adhere to the format will be deemed ineligible. Information required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count.

The program narrative should address the Selection Criteria addressed on page 16.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative and bulleted items reference attachments that should be included with the application.

#### **a. Statement of the Problem**

Applicants should describe the challenges the college campus(es) faces in responding to sexual assault and perpetrators who commit the assaults and how these challenges will be addressed by the grant project. Discussion should include a description of the targeted population, including demographics, a description of the communities/individuals affected by the targeted population, and detail the adjudication process and sanctions available for perpetrators, to include items such as composition of any judicial board, whether the campus conducts risk/needs assessments of the perpetrators, what risk assessment tools are utilized, the frequency of use, and how assessments inform decision-making as well as whether the campus uses treatment or specialized strategies for sanctioning and/or rehabilitating perpetrators. This section should also include a description of victimization and any services/support victims of sexual violence on campus receive.

Additionally, this section should describe campus community outreach programs and efforts geared toward educating the campus community about sexual violence, including community notification schemes, faculty and staff training, public education campaigns, and victim support programs.

#### **b. Project Design and Implementation**

Applicants should describe the goals of the proposed project and identify its objectives and outcomes. Goals: Applicants should provide a broad statement, written in general terms, that conveys the project's intent to change, reduce, or

eliminate the problem described. Objectives: Applicants should explain how the program will accomplish its goals. The objectives should be quantifiable and describe the steps necessary to accomplish project goals. When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

Applicants should detail how the project will operate during the funding period and describe the strategy that will be used to identify and tailor, or develop a treatment curriculum. Discussion should address the jurisdiction's plan for implementing the treatment program to ensure appropriate training of staff and implementation fidelity, and discuss the monitoring and evaluation plan and process for analyzing the data collected (see page 4).

- Project timeline: Applicants should submit as an attachment a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months in the timeline; instead prepare the timeline using "Month 1", etc.

c. Capabilities and Competencies

Applicants should describe the management structure and staffing of the project and include information describing the roles and responsibility of key organizational and functional components and personnel. This section should describe the experience and capability of the applicant and any contractors that will be used to implement the project and highlight any previous experience implementing projects of similar design or magnitude. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to the SMART Office as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

e. Other: Position descriptions and/or resumes for key positions/personnel

#### 4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

**b. Budget Narrative**

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

**c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold**

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

**5. Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**6. Applicant Disclosure of High Risk Status**

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to [OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

- The federal agency that currently designated the applicant as high risk;

- Date the applicant was designated high risk;
- The high risk point of contact name, phone number, and email address, from that federal agency; and
- Reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

## 7. Additional Attachments

Applicants should submit the following information as attachments to their application:

- Project Timeline
- Position descriptions and/or resumes for key positions/personnel

### a. Applicant disclosure of pending applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the Federal or State funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov

HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov
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Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

## 8. Accounting System and Financial Capability Questionnaire

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

## Selection Criteria

This section entitled “What an Application Should Include”, detailed above, provides the required information that will serve as the selection criteria of this project. Application will be related on the weighted percentages below.

1. Statement of the Problem (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>8</sup> (10%)
6. Other: Project Abstract, Project Timeline, Position descriptions and/or resumes for key positions/personnel, and Indirect Cost Rate Agreement (if applicable) (5%)

## Review Process

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

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<sup>8</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.



Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. The SMART Office may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with the SMART Office, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Non-profit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

## How to Apply

Applicants must register in, and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

The SMART Office strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

**Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters**

shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Number 0 – 9	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Underscore ( _ )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Hyphen ( - )	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Space	When using the ampersand (&) in XML, applicants must use the "&#amp;" format.		
Period ( . )			

**GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.203, titled "Promoting Evidence Integration in Sex Offender Management," and the funding opportunity number is SMART-2014-3915.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

#### **Note: Duplicate Applications**

If an applicant submits multiple versions of an application, the SMART Office will review only the most recent valid version submitted.

#### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the SMART Office contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: The SMART Office does not automatically approve**

**requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time
- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site
- failure to follow each instruction in the OJP solicitation
- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

## Application Checklist

### SMART FY 14 Campus Sexual Assault Perpetrator Treatment Pilot Project

This application checklist has been created to assist in developing an application.

#### What an Applicant Should Do:

##### *Prior to Registering in Grants.gov:*

\_\_\_\_\_ Acquire a DUNs Number (see page 19)

\_\_\_\_\_ Acquire or renew registration with SAM (see page 19)

##### *To Register with Grants.gov:*

\_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 20)

\_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 20)

##### *To Find Funding Opportunity:*

\_\_\_\_\_ Search for the funding opportunity on Grants.gov (see page 20)

\_\_\_\_\_ Download Funding Opportunity and Application Package (see page 20)

\_\_\_\_\_ Sign up for Grants.gov email notifications (see page 18)

\_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)

#### General Requirements:

\_\_\_\_\_ Review "[Other Requirements](#)" webpage

#### Scope Requirement:

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$1,500,000.

**Eligibility Requirement:** Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education; or public and state controlled institutions of higher education; or private institutions of higher education; or small businesses.

#### What an Application Should Include:

\_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 11)

\_\_\_\_\_ Project Abstract (see page 11)

\_\_\_\_\_ Program Narrative (see page 12)

\_\_\_\_\_ Budget Detail Worksheet (see page 13)

\_\_\_\_\_ Budget Narrative (see page 14)

\_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable)

(see page 7)

\_\_\_\_\_ Read OJP policy and guidance on "conference" approval, planning, and reporting

available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm) (see page 8)

\_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 20)

\_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 14)

\_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 14)

\_\_\_\_\_ Additional Attachments (see page 15)

\_\_\_\_\_ Project Timeline (see page 13)

\_\_\_\_\_ Project descriptions and/or resumes for key positions/personnel (see page 13)

- \_\_\_\_\_ Applicant Disclosure of Pending Applications (see page 15)
- \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)  
(see page 16)