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The [U.S. Department of Justice, Office of Justice Programs \(OJP\), Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking](#) (SMART) is pleased to announce that it is seeking applications for funding for under the Comprehensive Approaches to Sex Offender Management Program. This program furthers the Department's mission by assisting state, local and tribal jurisdictions in establishing comprehensive strategies to manage sex offenders under community supervision.

## SMART FY 2010 Comprehensive Approaches to Sex Offender Management Grant Program

### Eligibility

Applicants are limited to states, including territories and the District of Columbia, local units of government, and federally recognized Indian tribes that are eligible under section 127 of the Sex Offender Registration and Notification Act (SORNA), Title I of the Adam Walsh Child Protection and Safety Act of 1996 to carry out the functions of SORNA and have elected to do so. Applicants must coordinate proposals with others in their area to ensure that agencies in a single jurisdiction do not compete against one another.

### Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How to Apply" page 8)

All applications are due by 6 p.m. eastern time on March 18, 2010. (See "Deadlines: Registration and Application", page 3)

### Contact Information

For technical assistance with submitting the application, contact *the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov)*.

**Note:** The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12:00 midnight, eastern time.

For assistance with any other requirement of this solicitation, contact Jacqueline O'Reilly, Grant Program Specialist, at (202) 514-5024 or by email at [Jacqueline.O'Reilly@usdoj.gov](mailto:Jacqueline.O'Reilly@usdoj.gov).

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# **SMART FY 2010 Comprehensive Approaches to Sex Offender Management Grant Program (CFDA #16.203)**

## **Overview**

Authorized by 42 U.S.C. § 13941 and the Department of Justice's annual Appropriations Act, the Comprehensive Approaches to Sex Offender Management Program assists state, local, and tribal jurisdictions in improving their adult and juvenile sex offender management policies and practices by critically examining existing approaches to monitoring and managing the population; identifying significant gaps and needs; and developing strategies to address the needs.

## **Deadlines: Registration and Application**

Registration is required prior to submission. The deadline to register in GMS is 4:00 p.m. eastern time on March 18, 2010, and the deadline for applying for funding under this announcement is 6:00 p.m. eastern time on March 18, 2010. Please see the "How to Apply" section, page 8 for more details.

## **Eligibility**

Please refer to page 1 for eligibility under this program.

## **Comprehensive Approaches to Sex Offender Management Program-Specific Information**

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

According to the Bureau of Justice Statistics, at year end 2005 there were more than 160,000 offenders convicted of rape or sexual assault in state prisons.<sup>1</sup> The vast majority of these offenders will be released to communities at some point in the future. Additionally, there are presently more than 686,000 registered sex offenders residing in communities across the U.S.<sup>2</sup> These numbers create a significant management challenge to criminal justice professionals. In response to these numbers and to ensure public safety, jurisdictions have enacted various strategies to manage sex offenders. These strategies include use of techniques and tools such as: risk assessment, intensive supervision, registration, sex offender specific treatment programs, polygraph, electronic monitoring, and surveillance activities. Criminal justice professionals are increasingly using these techniques and tools in conjunction with each other to achieve positive results.

Similarly, agencies and disciplines that work with sex offenders in the community must also

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<sup>1</sup> West, H.C. and Sabol, W.J. (2007). *Prisoners in 2007*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Bureau of Justice Statistics.

<sup>2</sup> July 2009, Registered Sex Offenders in the United States per 100,000 Population. Alexandria, VA: National Center for Missing & Exploited Children.

work together to effectively manage sex offenders. Sex offender management is much more than simple supervision and treatment conducted by a few knowledgeable individuals in a community. Sex offender management programs and strategies that incorporate multidisciplinary collaboration and use of several management techniques and interventions have documented positive outcomes in terms of reducing recidivism. Information emerging from these programs supports this concept of comprehensive and collaborative management.<sup>3</sup>

In response to these findings and to support effective strategies, the SMART Office is requesting applications under the Comprehensive Approaches to Sex Offender (CASOM) Grant Program. Since 1998, the U.S. Department of Justice, Office of Justice Programs has administered the Comprehensive Approaches to Sex Offender Management Grant Program (CASOM). The CASOM Program has provided funds to 176 state, local and tribal jurisdictions to enhance and improve the management of sex offenders in their communities. Over the past decade, CASOM program funds have been assisting jurisdictions in implementing and maintaining cutting-edge sex offender management programs throughout the country. For instance, under CASOM jurisdictions have created standards for treatment and supervision of adults and juveniles, employed sex offender-specific assessment and truth-verification tools, enhanced advocacy and support to victims, developed specialized sex offender courts, and improved information sharing and collaboration within and across disciplines and jurisdictions. In addition, CASOM has supported the development of training curricula, publications, and a sex offender management model, the Comprehensive Approach to Sex Offender Management (Comprehensive Approach).

## **Purpose**

The purpose of funding under this solicitation is two-fold: (1) to support demonstration projects in tribal communities that wish to implement the Comprehensive Approach model of sex offender management and (2) to enhance existing sex offender management practices in communities in order to meet an identified need or to implement an innovative strategy that can be recognized as a best practice.

To achieve this purpose, the program has two components: Part A and Part B. Applicants may apply under only one category.

## **Goals and objectives:**

### PART A

Eligibility for PART A is restricted to tribes (see Eligibility section on page 1) and territories.

Part A is the demonstration program to implement the Comprehensive Approach model of managing released sex offenders. This model involves a strategic and collaborative response to managing sex offenders, reducing recidivism, and promoting public safety. At its core, the model contains several key principles, including a focus on the needs and safety of victims,

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<sup>3</sup> Wilson, R.J., Cortoni, F., McWhinnie, A.J. *Circles of Support & Accountability: A Canadian National Replication of Outcome Findings, Sex Abuse*, 2009 Dec;21(4):412-30.

Walsh, M. (2005), *Overview of the IPSO program – Intensive parole for sex offenders – in Framingham, Massachusetts*. Presentation by the parole board chair to the National Governor's Association policy meeting on sexual offenders. November 15, 2005. San Francisco, CA.

collaboration and information sharing across disciplines and agencies, ongoing monitoring and evaluation of programs and policies, specialized training on the specifics of sexual offending and offenders, and raising awareness in the public about sex offenders and methods to protect against sexual offending. In a Comprehensive Approach to sex offender management, these key principles flow throughout the criminal justice process, from police investigation, prosecution, and sentencing to reentry, supervision, and treatment in the community.<sup>4</sup>

These awards will require that applicants establish a sex offender management team that is multi-disciplinary in nature and includes stakeholders reflective of the elements and principles detailed above.

PART A will be administered in two phases. Phase I is the assessment and planning phase and Phase II is the implementation phase. Phase I is designed to examine the jurisdiction's current approach to managing sex offenders; identify existing resources and programs that can be utilized to implement the Comprehensive Approach model; and assess existing gaps and needs that must be addressed in order to implement this model (see the Program/Project Design and Implementation section on page 10 for more specifics). Up to twenty-five percent of funds may be allocated to support assessment and planning activities.

Phase II involves implementing the proposed strategy developed in Phase I to implement the Comprehensive Approach model. Prior to commencing work on Phase II activities, a project implementation plan, as well as a budget request and a timeline, must be submitted to the SMART Office for review and approval. Phase II also includes designing and implementing a monitoring and evaluation plan to document the strategies implemented and their outcomes, as well as developing or enhancing the capacity for ongoing information collection and analysis beyond the grant period.

## PART B

Eligibility for PART B is restricted to states, the District of Columbia, territories, and local units of government (see Eligibility section on page 1).

Part B supports enhancements to existing approaches to managing released sex offenders. Funds under this category will be authorized to address a jurisdiction's identified need or to implement a new or innovative strategy that has implications for other communities. Under this category of funding of CASOM, applicants must demonstrate that their current sex offender management approach is inclusive of the following principles: victim-centeredness; specialized knowledge and training; public education; monitoring and evaluation; and collaboration. Applicants must include a monitoring and evaluation plan for implementation activities.

All award recipients will be expected to receive technical assistance in all phases of the project and attend training and workshops identified by the CASOM technical assistance provider to develop capacity to implement the project design.

## **Amount and Length of Awards**

Funding under Part A will be up to \$250,000 and grants will be made through a cooperative agreement. Grants awarded under Part B will be up to \$150,000. All grants will be for a 24-

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<sup>4</sup> For more information about the Comprehensive Approach to Sex Offender Management, please see: [http://www.csom.org/pubs/Comp\\_Approach\\_Brief.pdf](http://www.csom.org/pubs/Comp_Approach_Brief.pdf).

month project period. Awards will be made on a one-time basis and continuation grants will not be available after the end of the project period. As a result, applicants should include a plan for sustainability of the program after the period of funding in the program narrative. It is anticipated that any award that may be made under this solicitation should be awarded not later than September 30, 2010.

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2009 salary table for SES employees is available at <http://www.opm.gov/oca/09tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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

## Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What An Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Objective	Catalog ID	Performance Measure(s)	Data Grantee Provides
Develop a sex offender management program strategy based on the Comprehensive Approach model (Part A applicants)	New	Number of agencies, disciplines, others (please identify) who participated in the collaborative planning process during the reporting period	Number of agencies, disciplines, others (please identify) who participated in the collaborative planning process during the reporting period (Part A grantees)

	New	Number of new policies, procedures, strategies or interventions identified as necessary to implement CASOM during the reporting period	Number of new policies, procedures, strategies or interventions identified as necessary to implement the Comprehensive Approach model during the reporting period (Part A grantees)
	New	Number of agencies, disciplines, others (please identify) who participated in strategic plan development by providing relevant data and analyzing cumulative data provided by planning team members during the reporting period	Number of agencies, disciplines, others (please identify) who participated in strategic plan development by providing relevant data and analyzing cumulative data provided by planning team members during the reporting period (Part A grantees)
Ensure victim and community safety through effective management of sex offenders	New	Number of agency programs established to facilitate implementation of the Comprehensive Approach model	Number of agency programs established to facilitate implementation of the Comprehensive Approach model (Part A grantees)
	New	Number of offenders having specialized (sex offender specific) management plans developed during the reporting period	Number of offenders having specialized (sex offender specific) management plans developed during the reporting period (Part A grantees)
	New	Percent of grantees whose multidisciplinary team includes six or more of the nine sex offender management disciplines*	Number of disciplines* (please identify) included in the sex offender management multidisciplinary team during the reporting period (Part A and B grantees)
	New	Number of new policies, procedures, strategies or interventions developed and/or employed to meet an identified need or gap (as referenced in the implementation/enhancement plan) during the reporting period	Number of new policies, procedures, strategies or interventions developed and/or employed to meet an identified need or gap (as referenced in the implementation/enhancement plan) during the reporting period (Part B grantees)
	New	Number of policies, procedures, strategies or interventions identified as evidence-based best practices implemented during the reporting period	Number of policies, procedures, strategies or interventions identified as evidence-based best practices implemented during the reporting period (Part A and B grantees)
	New	Number of offenders receiving any services offered under the jurisdictions' strategy during the reporting period	Number of sex offenders under community supervision receiving any services offered under the jurisdictions' strategy during the reporting period (Part A and B grantees)
	New	Average number of sex offender management strategies and tools** being used collaboratively	Number of sex offender management strategies and tools** (please specify) being used collaboratively (Part B grantees)

	New	Number of victims receiving any services offered under the jurisdictions' strategy during the reporting period	Number of victims receiving any services offered under the jurisdictions' strategy during the reporting period (Part A and Part B grantees)
	New	Number of sex offenders in the jurisdiction who were under community supervision prior to the grant period	Number of sex offenders in the jurisdiction who were under community supervision prior to the grant period (Part A and B grantees)
	New	Number of sex offenders in the jurisdiction who are under community supervision during the reporting period	Number of sex offenders in the jurisdiction who are under community supervision during the reporting period (Part A and B grantees)

\* the nine disciplines include: community corrections, institutional corrections, parole, law enforcement, courts, prosecution, defense bar, treatment providers and victim advocacy

\*\* strategies and tools include: risk assessment, intensive supervision, registration, sex offender specific treatment programs, polygraph, electronic monitoring, and surveillance activities.

## How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to 12:00 midnight eastern time. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following six steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants,



recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select SMART and SMART FY 10 Comprehensive Approaches to Sex Offender Management Program.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

### **Experiencing Unforeseen GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact SMART Office staff **within 24 hours after the deadline** and request approval to submit your application. At that time, SMART Office staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Must Include

OJP strongly recommends use of appropriately descriptive file names (e.g., “Program Narrative,” “Budget and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

### Standard Form 424

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### Program Abstract

Applicants must provide an abstract that clearly identifies the purpose and scope of the proposed project; the amount of federal funding requested; and the activities that will be implemented to achieve project goals and objectives. The abstract must be double-spaced, using a standard 12-point font (times New Roman is preferred) with 1-inch margins, and must not exceed 1 page.

### Program Narrative

The program narrative must respond to the solicitation and present a detailed description of the purpose, scope, goals and objectives of the proposed project. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 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 must address the Selection Criteria addressed on page 14.

- **Statement of the Problem**

Applicants must detail the challenges that the jurisdiction faces with managing sex offenders in the community. The target population (adults, juveniles, or both) and community characteristics/demographics must be discussed. Applicants should use local data to demonstrate the scope of the program and document the effects of the problem on the target population and community.

Part A applicants should discuss jurisdictional challenges as related to sex offenders in areas such as legislation; training and capacity; re-entry; sex offender registration, compliance and notification; supervision and treatment of sex offenders; and use of technology to monitor offenders. Applicants should outline the jurisdiction’s current sex offender management practices and any previous attempts to implement a sex offender management model. Applicants must demonstrate an understanding of the Comprehensive Approach either by having attended specific training on this approach or receiving technical assistance in the past specific to this approach. Applicants should also discuss any key elements and principles of the

Comprehensive Approach incorporated into current practices; and discuss how this approach will address the specific needs and/or gaps identified in this section.

Part B applicants must detail how the jurisdiction currently implements a sex offender management model based on principles and practices supported by data and research or considered evidence-based. In particular, jurisdiction implementation of the principles and key elements of the particular sex offender management model must be discussed. Applicants should also describe the assessment process used to analyze current practices and identify gaps, needs, or new strategies considered evidence-based or best-practice.

- **Project Goals and Objectives**

Applicants must 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 must be cognizant of the performance measures that will be required of successful applicants.

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate during the funding period and outline the strategy that will be used to implement the proposed project. This section should illustrate what activities are proposed for the project and describe how the strategy will support the goals and objectives.

Part A applicants should address assessment and planning activities and detail the following:

- Key agencies and professionals comprising the planning team. This team must be representative of the agencies, organizations and disciplines/professionals involved in sex offender management and include individuals at policy and decision-making levels. Applicants should provide a description of how these team members are ready to engage in a collaborative planning effort. This team will design and oversee the project implementation plan. The implementation plan must outline the goals and tasks identified to implement the Comprehensive Approach model and must be submitted to the SMART Office for review and approval at the completion of Phase I.
- Process to be utilized to conduct an assessment of systems and agencies currently involved in sex offender management within the jurisdiction. Data obtained should include information on existing sex offender management codes, policies, procedures and practices. If the jurisdiction has an operating sex offender management team, applicants should provide information on the team composition, activities, functioning, and achievements.
- Process planned to analyze data obtained in order to identify strengths and gaps in the jurisdiction's management of sex offenders. Analysis must include a comparison of current practices with what is known about the components and fundamental principles of the Comprehensive Approach model in order to develop an implementation strategy.

- Strategic planning process envisioned to develop, execute, monitor, and evaluate the implementation plan.
- Establishment and functioning of a multidisciplinary sex offender management team, including identification of stakeholder agencies, organizations and disciplines that will implement the strategy. This team should include the following disciplines: community corrections, institutional corrections, parole, law enforcement, courts, prosecution, defense bar, treatment providers and victim advocacy. Discussion should include information on how the team will be managed and sustained after the project period.

Part B applicants should illustrate what activities are proposed to enhance current sex offender management efforts and how these activities will be accomplished by the sex offender management team. Applicants should describe the jurisdiction's existing collaborative team to include names, titles, agencies, functioning, and achievements. Discussion must include how the strategy proposed will address the identified need and/or implement a best practice. Applicants should also detail targeted outcomes that will be accomplished as a result of the strategy.

- **Capabilities/Competencies**

Applicants must describe the management structure and staffing of the project and include information describing the roles and responsibilities of key organizational and functional components and personnel. This section must describe the experience and capability of the applicant, the planning and/or multidisciplinary management team, and any contractors that will be used to implement the project. Applicants should 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. Position descriptions and resumes for key positions/personnel should be submitted as an attachment.

- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

Applicants must describe how performance will be documented, monitored, and evaluated, including how the impact of the strategy implemented and/or enhancement will be determined, evaluated and documented. It must also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the grant award. If personnel costs are supported by grant funds, specific discussion of how these positions will be maintained beyond the period of the grant award must be included.

**Project Timeline**

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

**Budget**

Applicants must provide a budget that is allowable, cost effective, and reasonable (submit as an Attachment). Applicants may include in their budget funds to support travel for two individuals to travel to the annual SMART Office National Workshop and Symposium on Sex Offender Management and Accountability. These individuals must be directly working on CASOM implementation issues and may be grantee employees or be members of the CASOM planning

and/or multidisciplinary team. PART A applicants are allowed to include attendance at the Workshop portion of the Symposium in their travel costs.

Part A applicants should budget for team members to attend two, three-day technical assistance workshops. Part B applicants should budget to attend one, three-day technical assistance workshop.

- **Budget Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs. A sample budget worksheet can be found at [http://www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget worksheet and demonstrate that they are reasonable.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at <http://www.ojp.gov/financialguide/index.htm>.

### **Indirect Cost Rate Agreement**

Indirect costs are allowed provided the applicant has a federally approved indirect cost rate agreement.

### **Plan for collecting the data required for performance measures. (See "Performance Measures," above.)**

Successful applicants will be required to report on the measures identified on pages 6-8 in required semi-annual progress reports. Applicants should identify the specific performance measures that apply to the proposed project and address how data will be collected to fulfill this reporting requirement.

### **Tribal Authorizing Resolution**

If an application is being submitted by either 1) a tribe or tribal organization, or 2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes which will be included as a part of the services/assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within thirty (30) days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

### **Other Attachments**

All Applicants must submit the following information as attachments to their application.

- Project Timeline
- Position descriptions and resumes of a key positions and personnel

### **Part A applicants:**

- Tribal resolution filed with the SMART Office that documents the tribe's election to carry out the requirements of SORNA.
- Tribal Authorizing Resolution
- Memorandum of Understanding (MOU). The MOU should clearly articulate the planning team's commitment to critically assessing current practices and developing strategies for system change that will enhance the management of the sex offender population. The MOU also should include a statement about the mission of the team, a list of the team members, and a description of the working relationship among team members.

The SMART Office may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with ALL format requirements.

### **Selection Criteria**

The section entitled "What an Application Must Include", detailed above, provides the required information that will serve as the selection criteria of this project. Applications will be rated on the weighted percentages below.

1. *Statement of the Problem (25%)*
2. *Project Goals and Objectives and /Program Design and Implementation (30%)*
3. *Capabilities/Competencies (20%)*
4. *Budget (15%)*
5. *Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (10%)*

## **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 basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The SMART Office may use either internal peer reviewers, external peer reviewers or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the SMART Office, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

## **Additional Requirements**

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act

- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- 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 (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement



## Application Checklist

### **SMART FY 10 Comprehensive Approaches to Sex Offender Management Grant Program**

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

#### **Eligibility Requirement**

- Federally Recognized Tribe eligible under SORNA section 127 to carry out the functions of SORNA and has elected to do so OR State, District of Columbia, Territory, or Local unit of government
- The Federal Amount Requested is within the Allowable Limit(s) of \$250,000 for PART A and \$150,000 for Part B

#### **The Application Components:**

- Statement of the Problem/Program
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
- Indirect Cost Rate, if applicable
- Project Timeline
- Position Descriptions and Resumes
- Tribal Resolutions, if applicable
- Memorandum of Understanding

#### **Program Narrative/Abstract Format:**

- Double-spaced
- 12-point standard font
- 1" standard margins
- Narrative is 25 pages or less

#### **Required Forms, Certifications and Other Components:**

- Standard 424 Form
- DUNS Number
- Certifications