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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 the development and implementation of training and technical assistance under the Comprehensive Approaches to Sex Offender Management Program. This program will further the Department's efforts to provide training and technical assistance to assist state, local and federally recognized tribes in developing and implementing effective sex offender management programs.

## **SMART FY 2010 Comprehensive Approaches to Sex Offender Management Training and Technical Assistance Program**

### **Eligibility**

Applicants are limited to nonprofit and/or for-profit organizations (including tribal organizations), and institutions of higher education (including tribal organizations of higher education) with demonstrated experience in sex offender management and accountability issues and delivery of training and technical assistance. For-profit organizations must agree to waive any profit or fees for services.

### **Deadline**

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How to Apply" page 7)

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 e-mail at [Jacqueline.O'Reilly@usdoj.gov](mailto:Jacqueline.O'Reilly@usdoj.gov).

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# **Comprehensive Approaches to Sex Offender Management Training and Technical Assistance Program (CFDA 16.203)**

## **Overview**

Authorized by 42 U.S.C. § 13941, the Comprehensive Approaches to Sex Offender Management Training and Technical Assistance Program focuses on providing training and technical assistance to state, local and tribal jurisdictions for the purpose of developing and implementing strategies to effectively manage sex offenders under community supervision. The recipient of this award will provide targeted training and technical assistance to jurisdictions awarded grants under the FY 2010 Comprehensive Approaches to Sex Offender Management Grant Program.

## **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 7 for more details.

## **Eligibility**

Please refer to page 1 for eligibility under this program.

## **Comprehensive Approaches to Sex Offender Management Training and Technical Assistance 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.***

The Comprehensive Approaches to Sex Offender Management (CASOM) Grant Program assists state (including territories and the District of Columbia), local, and tribal jurisdictions in improving their adult and juvenile sex offender management policies and practices by critically examining existing approaches to managing sex offenders under community supervision, identifying gaps or needs, and implementing innovative approaches to address these. 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).

The CASOM Training and Technical Assistance Program provides assistance to jurisdictions in critically examining their existing approaches to managing the population, identifying their most significant gaps and areas of need, and developing specific strategies to address these needs. Additionally, the program provides training and technical assistance to jurisdictions seeking to enhance existing sex offender management programs and practices in communities in order to meet an identified need or gap or to implement an innovative strategy that can be recognized as best practice.

The successful applicant will plan and deliver training and technical assistance to ten to twelve award recipients under the CASOM Grant Program. Up to three of the grantee sites will be tribal jurisdictions working to implement a sex offender management program that replicates the Comprehensive Approach model to sex offender management.<sup>1</sup> The remaining grantees will be state or local jurisdictions working to enhance their existing sex offender management programs in order to meet an identified need or gap or to implement a best practice. The successful applicant will be required to measure the effect of the technical assistance as it relates to improving grantee capacity and ability to manage sex offenders in the community.

FY 2010 CASOM grantee technical assistance needs may vary considerably. Applicants must be able to address the needs of jurisdictions' sex offender management programs that are in the planning stages as well as programs that have developed a fully operational management model. Additionally, grantee jurisdictions may be a combination of rural, urban or suburban communities and vary in size in terms of population and geography as well as organizational capacity. As a result, applicants must demonstrate: (1) expertise in sex offender management, (2) experience in providing training and technical assistance on research and data driven sex offender management practices and models, in particular, the Comprehensive Approach, (3) substantial experience in conducting assessments of sex offender management programs, (4) experience in providing technical assistance to a wide range of jurisdictions, agencies and disciplines, (5) proficiency in curriculum development and delivery, and (6) knowledge of tribal government and tribal systems.

Activities and deliverables will include:

- Onsite delivery of training and technical assistance in a minimum of 10 geographically diverse locations.
- Program, policy, and data capacity assessment of each CASOM grantee.
- Training and technical assistance delivery plan based on identified needs of each CASOM grantee.
- Individual training and technical assistance plans for each CASOM grantee.
- Provision of two technical assistance workshops. One workshop will address all grantees and will be considered a kick-off meeting. The second meeting will address tribal grantees after completion of the assessment and planning phase of their CASOM implementation grants.<sup>2</sup>

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<sup>1</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)

<sup>2</sup> For more information regarding the FY 10 CASOM implementation grants, please see: [http://www.ojp.usdoj.gov/smart/funding/SMART\\_FY10\\_CASOM.pdf](http://www.ojp.usdoj.gov/smart/funding/SMART_FY10_CASOM.pdf)

- Report for possible future publication and dissemination that documents the progress of demonstration grantees from assessment and planning to project implementation and the program model developed at each site. This report may also highlight enhancement grantee programs that have implemented a practice or strategy that has implications for the field.

### Amount and Length of Awards

One award in the amount of \$1 million will be made through a cooperative agreement for a 24-month project period. 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   |
|--|------------|---|---|
| Increase knowledge of sex offender management and accountability | New        | Number of training and technical assistance materials developed to assist grantees in implementing projects | Number of training and technical assistance materials, including site specific training and technical assistance plans, |

|   |     |  |  |
|---|-----|--|--|
| practices and strategies  |     |  | developed to assist grantees in implementing projects  |
|   | New | Number of training sessions provided during the reporting period   | Number of training sessions provided during the reporting period   |
|   | New | Number of individuals (by discipline) attending training sessions held during the reporting period   | Number of individuals (by discipline) attending training sessions held during the reporting period   |
|   | New | Percentage of pre- and post-TA/course evaluations demonstrating self-reported improvement in understanding the strategies to address the management and supervision of sex offenders in the community. | Number of pre- and post-TA/course evaluations demonstrating self-reported improvement in understanding the strategies to address the management of sex offenders in the community<br><br>Total number of pre- and post-TA/course evaluations submitted   |
| Enhance jurisdiction public safety efforts through developing effective sex offender management and accountability practices and strategies | New | Total number of technical assistance visits and sessions** conducted during the reporting period   | Number of onsite technical assistance visits completed with tribal grantees during the reporting period<br><br>Number of onsite technical assistance visits completed with enhancement grantees during the reporting period<br><br>Number of technical assistance sessions** conducted during the reporting period |
|   | New | Number of grantee assessments completed and reviewed with grantees during the reporting period   | Number of grantee assessments completed and reviewed with grantees during the reporting period   |
|   | New | Percent of grantees (individuals, agencies or teams) who receive technical assistance that report satisfaction with assistance provided  | Number of grantees (to include individuals, agencies or teams) who receive technical assistance that report satisfaction with assistance provided, as measured by a follow up evaluation, compared with the total number of visits/sessions  |
|   | New | Percentage of technical assistance sessions resulting in the development or enhancement of policies, procedures, strategies or interventions   | Number of technical assistance visits and sessions resulting in the development or enhancement of policies, procedures, strategies or interventions during the reporting period, compared with the total number of visits/sessions conducted   |

\*\* technical assistance session is defined as: substantive subject matter advice, guidance, and direction provided in order to assist jurisdictions in developing and implementing effective sex offender management and accountability programs.

## 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 Training and Technical Assistance 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 12.

- **Statement of the Problem**

Applicants must demonstrate a clear understanding of issues pertaining to implementation of sex offender management and accountability programs and detail how training and technical assistance can address these issues. For instance, applicants should provide a description of the problems with management and supervision of sex offenders in jurisdictions throughout the nation, including Indian Country, which illustrates the challenges jurisdictions face related to the target population, recently enacted state and federal legislation, use of technology to monitor offenders, training and capacity, sex offender management issues, data-informed decision making, collaboration between governmental and non-governmental agencies, and limited resources. Applicants must also demonstrate knowledge of a range of effective criminal justice, public safety, and sex offender management- and accountability-related evidence-based practices, policies, protocols and models, including the Comprehensive Approach.

- **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. Applicants must outline how the proposed project will facilitate implementation of the Comprehensive Approach model in tribal jurisdictions and enhancement of existing models in state and local jurisdictions. In particular, discussion should identify impediments and obstacles to achieving expected implementation results and discuss plans for overcoming them.

The project design must specifically address how the applicant will assess the training and technical assistance needs of the FY 2010 CASOM grantees. Applicants should also describe strategies for developing and delivering training and technical assistance related to sex offender management and accountability, including: use of program assessment tools or protocols; development of curricula and training sessions; identification of promising and evidence-based practices; drafting protocols, policies and procedures; use of distance learning tools; provision of on site technical assistance; and use of publications.

- **Capabilities/Competencies**

Applicants must describe the management structure and staffing of the project and include information describing the roles and responsibilities of key personnel and contractors. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan. This section must also describe the experience and capability of the applicant and any contractors that will be used to implement the project. Position descriptions and resumes for key positions, personnel and contractors should be submitted as an attachment as stipulated under Other Attachments, page 11.

Applicants must demonstrate an established history of providing training and technical assistance of similar design and magnitude and describe how the organization has developed the expertise necessary to meet the needs of the FY 2010 CASOM award recipients. Project staffing, including contracts, should reflect expertise in the following areas as related to sex offender management and accountability: investigation, prosecution, assessment, supervision, treatment, re-entry, and registration and notification. Discussion must also include a description of experience in providing training and technical assistance in tribal communities and demonstrate the applicant's ability to provide training and technical assistance to tribes that is culturally sensitive, relevant to the particular tribe and demonstrates a recognition and understanding of tribal history, customs and systems.

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

Applicants must describe the process for measuring project performance, effectiveness, and impact. Discussion should include what data will be collected from training and technical assistance recipients to assist in determining effectiveness and impact and how this information will be used to further guide the program.

### **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 project staff to travel to the annual SMART Office National Workshop and Symposium on Sex Offender Management and Accountability.

- **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 5-7 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.

### **Other Attachments**

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application.

- Project timeline
- Resumes of all key personnel, including contractors
- Position descriptions for all key positions

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 (20%)*
2. *Project/Program Design and Implementation (30%)*
3. *Capabilities/Competencies (25%)*

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 [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
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

## Application Checklist

### **SMART FY 10 Comprehensive Approaches to Sex Offender Management Training and Technical Assistance Program**

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

#### **Eligibility Requirement:**

- For-Profit Organizations, Nonprofit Organizations and Institutions of Higher Education (including tribal organizations and tribal institutions of higher education)
- The Federal Amount Requested is within the Allowable Limit(s) of \$1,000,000

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

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

#### **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