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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 under the Comprehensive Approaches to Sex Offender Management Training and Technical Program. This program furthers the Department's mission by providing training and technical assistance to jurisdictions in establishing comprehensive strategies to manage sex offenders under community supervision.

## **SMART FY 2011 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 forgo any profit or management fee.

### **Deadline**

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 7.) All applications are due by 11:59 p.m. eastern time on April 28, 2011. (See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

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

**Note:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except Federal holidays.

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

Grants.gov number assigned to announcement: SMART-2011-2979

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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 (CASOM TTA) 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.

## **Deadlines: Registration and Application**

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on April 28, 2011. Please see the “How to Apply” section, page 7 for more details.

## **Eligibility**

Please refer to the title page for eligibility under this program.

## **Comprehensive Approaches to Sex Offender Management Training and Technical Assistance Program Specific Information**

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 728,000 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 challenges and to ensure public safety, jurisdictions have enacted various strategies to manage sex offenders. These strategies include the combined use of techniques and tools such as: risk assessment, intensive supervision, registration, sex offender specific treatment programs, polygraph, electronic monitoring, and surveillance activities. Successful sex offender management systems partner use of these tools and techniques with a multidisciplinary approach in which agencies and disciplines work together to develop and implement comprehensive supervision and intervention plans.

Since 1998, the U.S. Department of Justice, Office of Justice Programs has administered the Comprehensive Approaches to Sex Offender Management Program (CASOM). The CASOM Program is authorized for the purpose of providing training and technical assistance to sex offender management personnel in the areas of case management, treatment, and supervision.

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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> December 2010, Registered Sex Offenders in the United States per 100,000 Population. Alexandria, VA: National Center for Missing & Exploited Children.

CASOM has supported the development of training curricula, publications, and a sex offender management model, the Comprehensive Approach to Sex Offender Management. This model promotes engagement of agencies and disciplines throughout the justice system including: law enforcement, victim advocacy, courts (including prosecution and defense), clinicians, social services, community and institutional corrections, and community supervision personnel.

Courts play a vital role in collaborative sex offender management. Each of the estimated 728,000 registered sex offenders residing in communities nationwide has had contact with the court system for committing a sex offense and was sentenced. Whether a sentence involves incarceration or community supervision, there are assessment, treatment and monitoring considerations that must be taken into account at the time of sentencing. Judges must have a solid understanding of these tools and techniques as well as strategies that work in reducing recidivism to order effective sentencing measures.

In acknowledgment of the need to increase judicial knowledge of the dynamics associated with sex offenses as well as successful supervision strategies for sex offenders, the SMART Office is requesting applications under the FY 2011 CASOM TTA Program to support judicial training and technical assistance regarding multidisciplinary sex offender management.

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

The goals of this solicitation are: (1) to provide judicial education on sex offender management with a focus on sentencing, re-entry, and post-release monitoring. Training curriculum should focus on how to enhance sentencing through promoting multidisciplinary sentencing practices and educate judges on supervision conditions known to address risk of recidivism, and (2) to provide targeted technical assistance to jurisdictions on a multidisciplinary approach to sex offender management with special emphasis on court/probation/parole collaboration. This technical assistance will focus on the individual needs of the jurisdiction and should be targeted to jurisdictions that had judicial participation in the training mentioned above.

Applicants should leverage resources by using an existing judicial training curriculum to maximize the number of jurisdictions receiving training and technical assistance. It is expected that the curriculum proposed by the applicant will be updated under the grant to include training to meet the goals mentioned above and to obtain SMART Office approval. Applicants must demonstrate competency in the following: 1) expertise in sex offender management, particularly as it relates to judicial processing and multidisciplinary collaboration, 2) experience in providing training and technical assistance to a wide range of jurisdictions, agencies and disciplines, and (3) proficiency in the delivery of training at a regional and national level.

Activities and deliverables will include:

- In the first year of the grant, provide a minimum of three regional judicial training sessions to a total of 250-300 chief and/or administrative judges from a minimum of 40 states, including the District of Columbia, and U.S. territories.
- Also in the first year of the grant, develop a technical assistance delivery plan detailing specific substantive technical assistance to be available to a minimum of five (5) jurisdictions.
- In years two and three of the grant, deliver jurisdiction-level multi-disciplinary training aimed at integrating the courts into the jurisdiction's comprehensive approach to sex offender management to a minimum of 10 states, territories or local jurisdictions.

- Provide additional, limited technical assistance via phone, email and webinars, responsive to follow requests by judicial personnel who have attended a regional judicial training session provided through this grant.

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

One award in the amount of \$1.85 million will be made through a cooperative agreement for a period of 36 months. It is anticipated that any award that may be made under this solicitation should be awarded not later than September 30, 2011.

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

### **Budget Information**

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not 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 2011 salary table for SES employees is available at [www.opm.gov/oca/11tables/indexSES.asp](http://www.opm.gov/oca/11tables/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 OJP. 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 the applicant to adjust and resubmit its 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.

### **Match Requirement:**

This solicitation does not require a match

### **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, 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>
Increase judicial practitioners' knowledge of effective sex offender management practices and strategies to enhance sentencing	Number of participants who successfully complete the training	Number of judicial personnel who successfully complete the training
	Percentage of participants reporting an improved ability to perform their duties as a result of training	Number of participants reporting an improved ability to perform their duties as a result of training
	Percentage of participants who rated the training as satisfactory or better	Number of participants reporting the training as satisfactory or better
	Number of training events conducted	Number of training events conducted
Enhance criminal justice system capacity to develop effective sex offender management and accountability practices and strategies	Number of technical assistance events conducted	Number of technical assistance events conducted
	Percentage of participants who rated the technical assistance as satisfactory or better	Number of participants reporting the technical assistance as satisfactory or better
	Number of agencies that have implemented policies, procedures, strategies or interventions identified as best practices as a result of technical assistance	Number of agencies that have implemented policies, procedures, strategies or interventions identified as best practices as a result of technical assistance
	Number of agencies that have modified their policies, procedures, strategies or interventions based on a best practices model identified during the provision of technical assistance.	Number of agencies that have modified their policies, procedures, strategies or interventions based on a best practices model identified during the provision of technical assistance.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (below) 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

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constitute “research” for purposes of applicable DOJ human subjects protections. 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.

## Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for [Grants.gov](http://Grants.gov) registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS (Data Universal Numbering System) number in their applications 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 Dun and Bradstreet at 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in [Grants.gov](http://Grants.gov). 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](http://Grants.gov) are already registered with CCR, as it is a requirement for [Grants.gov](http://Grants.gov) registration. Please note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on [Grants.gov](http://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](http://Grants.gov) to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on [Grants.gov](http://Grants.gov). The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.203, titled "*Comprehensive Approaches to Sex Offender Management*," and the funding opportunity number is SMART-2011-2979.
6. **Submit an 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](http://Grants.gov). The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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 Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact SMART Office staff **within 24 hours after the deadline** and request approval to submit its application. At that time, SMART Office staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the 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 Grants.gov 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 Grants.gov, if any, are posted at the top of the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application Should Include**

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation or that do not include a program narrative, a budget detail worksheet including a budget narrative, a copy of the proposed judicial curriculum included as an attachment, and a requested funding amount that does not exceed the maximum amount allowable will neither proceed to peer review nor receive further consideration.

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

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

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and 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, please select "For-Profit Organization" or "Small Business" (as applicable).

## 2. Program Narrative

The program narrative must respond to the solicitation and present a detailed description of the purpose, scope, goals and objectives, design and management 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.

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.

### a. Statement of the Problem

Applicants must demonstrate a clear understanding of judicial processing of sex offense cases and issues associated with implementation of multidisciplinary sex offender management systems. Data should be used to illustrate the nature and scope of problems associated with these areas of sex offender management and applicants should detail how training and technical assistance can address these issues. 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.

### b. Project Design and Implementation

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.

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 comprehensive judicial education regarding sex offender management and clearly identify and discuss existing curriculum that will be utilized. Discussion

should address any known impediments and obstacles to achieving expected results and discuss plans for overcoming them. Applicants should also describe strategies for developing and delivering technical assistance related to collaborative sex offender management to multidisciplinary sex offender management teams in various stages of development and functioning. Discussion should address the various strategies and tools that will be utilized to meet the individual needs of each jurisdiction requesting technical assistance.

- 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.

### **c. Capabilities and 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.

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 successfully meet the needs of technical assistance recipients. Project staffing, including contracts, should reflect expertise in the following areas as related to sex offender management and accountability: investigation, prosecution, judicial processing, assessment, supervision, treatment, re-entry, and registration and notification.

### **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.

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.

### 3. 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). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included. 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.

For questions pertaining to budget and examples of allowable and unallowable costs, please 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. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated 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.

### 4. 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.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's 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. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

### 5. Additional Attachments

Applicants must submit the following information as attachments to their application. These items have been discussed above and are included in the rating percentages for the applicable section mentioned under Selection Criteria, pages 13-14.

- Project timeline
- Resumes of all key personnel, including contractors
- Position descriptions for all key positions
- Indirect Cost Rate Agreement, if applicable
- Judicial curriculum selected for judicial training

## 6. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (required to be submitted in GMS prior to the receipt of any award funds)
- b. Disclosure of Lobbying Activities (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- c. Accounting System and Financial Capability Questionnaire (required for 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; this form must be downloaded, completed, and then uploaded)
- d. Standard Assurances (required to be submitted in GMS prior to the receipt of any award funds)

## 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 Design and Implementation*, including project timeline (30%)
3. *Capabilities and Competencies*, including position descriptions and resumes (30%)
4. *Plan for Collecting the Data Required for this Solicitation's Performance Measures* (10%)
5. *Budget*, including Indirect Cost Rate Agreement (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 the solicitation.

Peer reviewers will review 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

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are not limited to, underserved populations, geographic diversity, 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 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 (AAG), who also may give consideration to factors including, but not limited to, underserved populations, geographic

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly 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
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- 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
- 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
- Active CCR Registration

# Application Checklist

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

This application checklist has been created to assist in developing an 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 of \$1.85 million

### What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 9)
- Program Narrative (see page 10)
- Budget Detail Worksheet (see page 12)
- Budget Narrative (see page 12)
- Indirect Cost Rate Agreement (if applicable) (see page 12)
- Judicial Curriculum (see pages 4, 10 and 12)
- Project timeline (see pages 11 and 12)
- Position descriptions and resumes (see pages 11 and 12)
- Other Standard Forms as applicable (see page 13), including:
  - Disclosure of Lobbying Activities (if applicable)
  - Accounting System and Financial Capability Questionnaire (if applicable)

### Program Narrative/Abstract Format:

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