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The [U.S. Department of Justice](#) (DOJ), [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 Fiscal Year (FY) 2012 Sex Offender Management Fellowship Program. This program furthers the Department's mission by supporting the activities of up to three fellowship positions to assist SMART in its mission to assist states, the District of Columbia, territories, and tribal jurisdictions with developing and/or enhancing programs designed to implement the requirements of the Sex Offender Registration and Notification Act (SORNA) of the Adam Walsh Child Protection and Safety Act of 2006, and to promote innovation and best practices in the field of sex offender management.

## **SMART FY 12 Sex Offender Management Fellowship Program**

### **Eligibility**

1. Eligible applicants are limited to individuals; organizations are not eligible to apply. Applicants must demonstrate knowledge and familiarity of SORNA and sex offender management related work, and have a specific ability and strong desire to support technical assistance, training, and other needs of the SMART Office in the area of sex offender management, with a specific focus on victims issues, and/or prevention and educational programming, and/or sex offender management research and practice in Indian Country.
2. Applicants must be able to demonstrate a financial and administrative capacity to manage the cooperative agreement, as well as the knowledge and skills to successfully execute the development of training, technical assistance, public awareness and other informational resources to meet the needs of victims of sexual violence, advance prevention and education programming, or assess and identify experts of sex offender management in Indian Country. For the Indian Country fellowship only, the SMART Office will favor applicants who can demonstrate experience relevant to the unique demands of working with tribal communities, including experience living or working in tribal communities or Indian Country.
3. Applicants may apply for more than one fellowship category, but must submit a separate application under each fellowship category. No more than one fellowship will be awarded per individual.

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

## Deadline

Applicants must register with [Grants.gov](http://Grants.gov) prior to submitting an application. (See “How to Apply,” page 13.) All applications are due by 11:59 p.m. eastern time on June 7, 2012. (See “Deadlines: Registration and Application,” page 4.)

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Faith Baker or Dawn Doran, Deputy Directors, by telephone at 202-514-4689 or by e-mail at [Faith.Baker@usdoj.gov](mailto:Faith.Baker@usdoj.gov) or [Dawn.Doran@usdoj.gov](mailto:Dawn.Doran@usdoj.gov).

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# **SMART FY 12 Sex Offender Management Fellowship Program (CFDA # 16.750)**

## **Overview**

The mission of the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering and Tracking (SMART) is to assist states, the District of Columbia, territories, and tribal jurisdictions with developing and/or enhancing programs designed to implement the requirements of the Sex Offender Registration and Notification Act (SORNA) of the Adam Walsh Child Protection and Safety Act of 2006, and to promote innovation and best practices in the field of sex offender management.

The SMART Office will be funding for the first time three fellowship positions focusing enhancing the capacity of the SMART Office to provide technical assistance and support to state, local and tribal jurisdictions on their responses to sexual violence and exploitation in the context of sex offender management. The term sexual violence and exploitation is broadly defined for this solicitation and work and includes the following: sexual assault, sexual exploitation including sex trafficking and commercial sexual exploitation, and child sexual abuse. The fellowships will focus on 1) victims' issues, 2) prevention and education, and 3) practices and research in Indian Country in the field of sex offender management. The goal of these fellowships will be to work on multi-disciplinary issues with the relevant program offices within the Office of Justice Programs (Office of Victims of Crime, the Office of Juvenile Justice and Delinquency Prevention, the Bureau of Justice Assistance, the National Institute of Justice, and the Bureau of Justice Statistics), as well as the Office on Violence Against Women, to explore and build a foundation within the field of sex offender management for the integration of effective victim-centered approaches, prevention and education programming, and sexual violence prevention and sex offender management programming in Indian Country.

Funding for this project is authorized under the Commerce, Justice, Science, and Related Appropriations Act of 2012 Pub. L. No. 112-55, 125 Stat. 552, 615.

## **Deadlines: Registration and Application**

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 7, 2012. See the "How to Apply" section on page 13 for details.

## **Eligibility**

Refer to the title page for eligibility under this program.

## Sex Offender Management Fellowship Program-Specific Information

The SMART Office will be funding for the first time three fellowship positions focusing on 1) victims' issues, 2) prevention and education, and 3) practices and research in Indian Country in the field of sex offender management. The goal of these fellowships will be to work on multi-disciplinary issues across the various program offices in the Office of Justice Programs (Office of Victims of Crime, the Office of Juvenile Justice and Delinquency Prevention, the Bureau of Justice Assistance, the National Institute of Justice, and the Bureau of Justice Statistics) and , the Office on Violence Against Women, to explore and build a foundation for integrating victim-centered approaches and effective prevention and education programming into sex offender management practices and policies, and to identify experts, research, practices and programs related to sexual assault victim services and sex offender management in Indian Country. These three fellowship positions will be expected to coordinate with each other, the SMART Office staff, and other DOJ/OJP offices.

Applicants who propose more narrowly focused fellowships that focus on their own specific interests will not be considered responsive to this solicitation and will not be forwarded for peer review. **Additionally, please note that fellowship awards are not intended to support individual pursuits in research or other academic work.**

### Goals, Objectives, and Deliverables

SMART may support fellowships in the three categories listed directly below. Applicants must clearly indicate the topical area of the fellowship for which they are applying. Failure to do so will render the application nonresponsive and the application will not be reviewed. The topic area should be listed in box number 11 of the SF-424, in the project abstract, and in the program narrative. Applicants may apply for more than one fellowship, but must submit a separate application for each fellowship. Applicants are advised that the overarching goal of these fellowships is to assist SMART in meeting state, local and tribal jurisdictions' need for evidenced-based training, technical assistance, and other resources in the identified topic areas. Enhancing the professional development of successful applicants is an important objective of the fellowship program, but activities and deliverables must conform to the solicitation's parameters

The topical categories are the following:

#### **Fellowship Category 1. Victims' Assistance in Sex Offender Management:**

**Objectives:** The SMART Office's Victim Assistance Fellowship will identify programs and policies focused on victims of sexual violence to enhance the coordination of these programs and policies with other programming in the Department of Justice in the area of sex offender management. This work will require the Victim Assistance Fellow to establish collaborative working relationships with other DOJ offices that develop and manage programs to support victims of sexual violence, in particular, the Office of Victims of Crime, Office of Juvenile Justice and Delinquency Prevention, and the Office on Violence Against Women.

#### **Activities:**

- Assist OJP/SMART staff with identifying programs and policies for victims of sexual violence.

- Assist OJP/SMART with improving its understanding of sexual victimization and victim underreporting by examining barriers to disclosure.
- Develop reports, presentations, and documents upon request of SMART Office management to support efforts to raise awareness of sexual victimization and sex offender management practices, policies, and research.
- Make recommendations and suggestions to improve SMART Office responses to and address victim inquiries through correspondences, phone calls, email, etc.
- Participate in professional development and training activities in consultation with SMART management to enhance expertise related to sex offender management practices and research.
- Participate in internal and external stakeholder meetings, forums, and conferences for the purpose of providing information on OJP/SMART efforts to address victim issues in the area of sex offender management.
- Travel to support the execution of the above activities.

**Deliverables:**

- Reports, articles, presentations, and talking points related to the activities outlined above and the programmatic administration of discretionary programs administered by the SMART Office.
- Monthly/Quarterly reports to SMART management and Senior Policy Advisor that details activities and recommendations for SMART input into the design and execution of SMART forums, conferences, and newsletters on victim issues in sexual assault.
- Final report to OJP/SMART on the fellowship project, including accomplishments, challenges and recommendations for improving the fellowship program.

**Fellowship Category 2: Prevention and Education Programming in Sex Offender Management**

**Objectives:** The SMART Office Fellowship for Prevention and Education will identify ways to enhance and broaden programming designed to improve the prevention of, and education about, sexual violence and victimization in our communities. This work will require the Prevention and Education Fellow to develop collaborative relationships with relevant staff in other DOJ offices that develop and manage such programs, in particular, the Office of Juvenile Justice and Delinquency Prevention and the Office on Violence Against Women, and to focus on primary, secondary, and tertiary efforts in this area.<sup>1</sup>

**Activities:**

- In close coordination with SMART, summarize other DOJ offices' prevention and/or education resources and programs and describe the processes used by the offices in developing these resources. Draft concise fact sheets detailing each of the offices' efforts in this area.
- Assist SMART staff with the identification, interpretation, and adaptation of social marketing and public health campaigns (within and outside sex offender management-related fields) that have the ability to change public attitudes.

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<sup>1</sup> Primary prevention efforts are specifically directed toward universal or selected audiences; secondary prevention efforts are aimed at individuals who have perpetrated sexual violence or those who have been victimized; and tertiary prevention efforts include ongoing counseling for victims and sex offender management strategies for offenders.

- Identify and assess education curricula for current and future professionals about preventing sexual violence, sex offending in general, and sex offender management strategies, and develop recommendations for promoting promising practices in the field.
- Develop reports, presentations, and other documents at the request of OJP/SMART management and staff to promote sexual violence prevention efforts and detail challenges and successes of these efforts.
- At the request of SMART staff/management, conduct site visits to assist in the assessment of projects or initiatives that are implementing promising prevention and education programming, models, or resources in the area of sexual violence prevention and sex offender management.
- Participate in professional development and training activities in consultation with SMART management to enhance expertise related to sexual violence prevention and sex offender management practices and research.
- At the request of SMART staff/management, participate in internal and external stakeholder meetings, forums, workshops and other initiatives related to sexual violence prevention and education and sex offender management.
- Travel to support the execution of the above activities.

**Deliverables:**

- Draft and present an assessment of prevention and education programming in the area of sexual violence and sex offender management, and other applicable disciplines.
- Develop monthly/quarterly reports to SMART management and Senior Policy Advisors that detail activities and recommendations for the design and execution of SMART forums, conferences, and newsletters on prevention and education programming in the area of sexual violence and sex offender management.
- Make recommendations and suggestions as to how SMART can broaden its scope in the area of sexual violence prevention and education programming.
- Final report to OJP/SMART on the fellowship project, including accomplishments, challenges and recommendations for improving the fellowship program.

**Fellowship Category 3: Sex Offender Management Practices and Research in Indian Country/Tribal Communities:**

**Objectives:** The SMART Office’s Sex Offender Management in Indian Country Fellow will assess the state of sex offender management research, programs and practice in Indian Country (including services for victims of sexual violence), identify the sex offender management experts in tribal communities, and gather these experts for an Indian Country forum in order to develop recommendations for future SMART Office activities related to sex offender management in Indian Country. This work will require the Sex Offender Management in Indian Country Fellow to develop collaborative relationships with relevant staff in other DOJ offices that develop and manage programs in Indian Country, in particular, the Bureau of Justice Assistance, the Office of Victims of Crime, and the Office on Violence against Women.

**Activities:**

- Work with designated staff in SMART and other DOJ offices to develop a strategy for collecting and centralizing evidence-based information, research, best practices, resources and training materials that are consistent with the efforts of the SMART Office in its Sex Offender Management Assessment and Planning Initiative (SOMAPI).
- In close coordination with SMART, identify resources and programs developed and managed by other DOJ offices that pertain to services for victims of sexual violence

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and/or sex offender management-related practices. Draft concise fact sheets regarding these programs and resources and identify and highlight any promising practices.

- Inventory programs and policies governing sex offender management work in Indian Country, using a variety of methods, including direct outreach to tribal jurisdictions.
- Perform a literature review of sex offender management and related topics specific to Indian Country.
- Perform a literature review of services for victims of sexual violence in Indian Country.
- Compile a list of experts working on criminal justice and sex offending issues in Indian Country.
- Help SMART Office Indian Country staff to organize an interdisciplinary forum to discuss, sex offender management and victim services in Indian Country.
- Draft reports, talking points, presentations and articles at the request of OJP/SMART management and staff related to services for victims of sexual violence in Indian Country, as well as topics concerning prevention efforts and sex offender management issues.
- At the request of SMART staff/management, conduct site visits to assist in the assessment of projects or initiatives that are developing promising practices in the areas of prevention and education programming, services for victims of sexual violence, or sex offender management programs in Indian Country.
- At the request of SMART staff/management, and in coordination with other SMART Office fellows and staff, participate in internal and external stakeholder, partner and staff meetings, and participate in forums, workshops and other initiatives related to Indian Country.
- Travel to support the execution of the above activities.

#### **Deliverables:**

- Draft and present an assessment of sex offender management programs and victim services in Indian Country.
- Draft and present a literature review of sex offender management programs and victim services in Indian Country.
- Assist SMART staff to plan and execute a forum to which experts working in the field of sex offender management and victim services in Indian Country will be invited to share their expertise and develop recommendation to guide federal support for sex offender management practices in Indian Country.
- Monthly/Quarterly reports to SMART management and Senior Policy Advisor that detail activities and recommendations for SMART input into the design and execution of SMART forums, conferences, and newsletters and programming in the area of sex offender management in Indian Country.
- Develop recommendations and suggestions as to how SMART can broaden its scope in the area of sex offender management and victim services in Indian Country
- Final report to OJP/SMART on the fellowship project, including accomplishments, challenges and recommendations for improving the fellowship program.

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

The SMART Office anticipates that it will make up to 3 awards of up to \$150,000 for up to 18-months.

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

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## **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 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/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 requesting a waiver should 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 to be done.

### **Minimization of Conference Costs**

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

### **Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

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

### Match Requirement

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

### Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. 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:

Objective	Performance Measure(s)	Data Grantee Provides
1) To support SMART Office efforts in the area of integrating a victim-centered approach to sex offender management.  2) To enhance sexual violence prevention and education efforts across Department of Justice (DOJ) offices	Number of training and technical assistance and educational materials developed and disseminated	Training and technical assistance and educational materials developed for sex offender management personnel during the reporting period(Objective 1)  Training and technical assistance and educational materials disseminated for sex offender management personnel during the reporting period (Objective 1)
3) To enhance DOJ programming related to sex offender management in Indian Country	Number of public awareness and/or education initiative developed or enhanced	Public awareness and/or education initiatives developed during the reporting period (Objective 2)  Public awareness and/or education initiatives enhanced during the reporting period (Objective 2)

	<p>Number of deliverables that meet expectations</p>	<p>Talking points, articles, reports, Web-based products, and public awareness and education activities disseminated to the sex offender management field during the reporting period (Objective 2)</p> <p>Assessment of prevention and education programming in the area of sexual violence and sex offender management, and other applicable disciplines developed and/or presented during the reporting period (Objective 2)</p> <p>Assessment of sex offender management programs and victim services in Indian Country developed and/or presented during the reporting period (Objective 3)</p> <p>Develop monthly/quarterly reports to SMART management and Senior Policy Advisors that detail activities and recommendation for the design and execution of SMART forums, conferences, and newsletter on one of the focus areas<sup>2</sup> (Objectives 1-3)</p> <p>Number of quarterly financial reports and semi-annual progress report completed and submitted on time (Objectives 1-3)</p>
	<p>Number of quality recommendations developed</p>	<p>Recommendations and suggestions provided to SMART management on how SMART can broaden its scope in the area of sexual violence prevention and education programming (if applicable) (Objective 2)</p> <p>Recommendations and suggestions provided to SMART management on how SMART can broaden its scope in the area of sexual offender management and victim services in</p>

<sup>2</sup> The fellowships will focus on 1) victim's issues; 2) prevention and education; and 3) practices and research in Indian Country in the field of sex offender management.

		Indian Country (Objective 3)
	Final report with a comprehensive overview of the project	Final report that provides a comprehensive overview of the SMART Fellowship Program with recommendations to address expanding and improving the program (Objectives 1-3)
	Provide a comprehensive literature review	Develop and present a literature review of sex offender management programs and victim services in Indian Country (Objective 3)
	Number of planning/training activities conducted	Develop and execute a forum to which experts in the sex offender management and victim services in Indian Country field will share their expertise and develop recommendations to guide federal support for sex offender management practices in Indian Country (Objective 3)

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. Refer to the section “What an Application Should Include” on page 14 for additional information.

**Note on Project Evaluations**

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

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

a research or statistical component also should review the “Confidentiality” section on that Web page.

## Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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, call the Grants.gov Customer Support Hotline at **800-518-4726** or 606-545-5035, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take 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 Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or 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). A DUNS number is usually received within 1-2 business days.
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 CCR database. An applicant must be registered in the CCR to successfully register in 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 are already registered with CCR, as it is a requirement for Grants.gov registration. 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 and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be **more than one AOR for the organization**.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.750, titled "Support for Adam Walsh Act Implementation Grant Program," and the funding opportunity number is SMART-2012-3325.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **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. 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."

**Note: Duplicate Applications**

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

## 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 email the **SMART Office** contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the 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) the applicant has received. **Note: Requests are not automatically approved by the SMART Office.** 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.

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, including firewalls.

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

## What an Application Should Include

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 applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by the SMART Office to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, SMART Office has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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, select "For-Profit Organization" or "Small Business" (as applicable).

## 2. **Project Abstract**

The application should include a 1-page summary that clearly describes the title/topic of the fellowship that the applicant is applying for, activities that will be implemented, and materials that will be developed to achieve the project's objectives, activities and deliverables.

## 3. **Program Narrative**

The program narrative should not exceed 20-doubled-spaced pages in 12-point font (Times New Roman is preferred) with 1-inch margins and must include 4 separate sections – Problem Statement; Project Design/Implementation Plan; Professional Capability and Project Management and Plan for Measuring Progress and Outcomes.

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**

The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's values based on applicant's selected topic/fellowship(s).

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

The project design and implementation plan must describe the fellowship objectives and discuss how the applicant's strategy will address the identified problems and support the goals and objectives. It must include a time-task plan that clearly identifies objectives, major activities, and deliverables. The time-task plan presented in chart will not be included as part of the 20-page narrative limitation.

### c. **Capabilities and Competencies**

Applicants must include a clear description of the applicant's academic and professional experience in the subject matter areas of specialization of the fellowship, as well as the applicant's unique qualifications that will enable them to fulfill the grant responsibilities. Applicants should demonstrate that they possess flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turnaround times. Applicants should document their ability to work collegially and collaboratively as a member of a team or teams across offices, agencies, practitioners and researchers in the field. The applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as technical writing and technological proficiency with specific software programs, to perform crucial functions of the specific fellowship. Resumes should be attached to the narrative to support this section and should include all employment and volunteer experience. Resumes should provide contact information for previous supervisors and indicate whether or not the supervisor can be contacted. All required attachments (see below) must be included to document experience and capability; optional attachments may be used to document specific skills that will assist in the successful completion of the fellowship project.

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

Evaluation is critical to ensure that each SMART project is operating as designed and achieving its goals and objectives. Accordingly, each applicant must provide a plan to assess the fellowship's effectiveness and to evaluate the accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the outcomes identified for the project. Goals and objectives must be clearly stated; links must be established between program activities and objectives; and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

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 [The application should include a 1-page summary that clearly describes the title/topic of the fellowship that the applicant is applying for, activities that will be implemented, and materials that will be developed to achieve the project's objectives, activities and deliverables.

4. **Budget Detail Worksheet and Budget Narrative**

a. **Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.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.

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

b. **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. 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.

SMART staff will examine the identified project budget to ensure that all expenses are allowable and necessary for the completion of the fellowship and comport with the requirements of the OJP Financial Guide. Applications that exceed the \$150,000 limitation for this solicitation will be considered non-responsive and will not be

reviewed. Applications that request more than \$95,000 for annual salary (figure does not include benefits) will be considered non-responsive to the application.

When completing both the budget detail worksheet and budget narrative, applicants must consider the following:

Expenses that are **allowable** under this solicitation include the following:

1. Personnel salary (located in section A of the Budget Detail Worksheet). If the applicant is selected for an award, the applicant will be required to provide a copy of their last two federal tax returns as documentation of salary or consulting income history as part of the initial financial review. SMART will pay salaries ranging from \$40,000 to \$95,000 depending on education, experience, and salary history. Benefits are not included as part of salary.
2. Fringe benefits (located in section B of the Budget Detail Worksheet) may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65% of salary only); and a public transportation stipend that is equal to actual monthly commuting costs, not to exceed the IRS maximum allowable transit benefit threshold currently at \$125.00. Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by 12 to get the annual expense.
3. Travel (list expenses in section C of the Budget Detail Worksheet) will involve site visits with other SMART or OJP staff, attendance of conferences and meetings (both local and outside of the Washington, D.C., metropolitan area), and participation in training and professional development training. Applicants should budget for eight trips at \$1,500 each, totaling \$12,000, with the notation that date, location, and nature of travel will be determined in consultation with SMART management after the award is made. The applicant should include in the budget narrative a notation that travel costs such as per diem and lodging will not exceed the federal guidelines.
4. Supplies (located in section E of the Budget Detail Worksheet) may include expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500) and business cards (not to exceed \$30).
5. Other costs (section H of the Budget Detail Worksheet) may include a cell phone and Blackberry to maintain communication with SMART staff, and expenses associated with professional development and training relating to the SMART fellowship project. Fees for up to four trainings at up to \$1,000 each should be included. Note: Most training opportunities will be in the Washington, D.C., metropolitan area; however, final decisions will be made in consultation with SMART management. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.

Expenses that are **not allowable** under this solicitation are the following:

1. Equipment (section D of the Budget Detail Worksheet), such as costs for laptops or other equipment that will be supplied by SMART.
2. International travel.
3. Moving Expenses

**5. Additional Attachments**

Applicants must submit the following required attachments: 1) resume/curriculum vitae, 2) minimum of three, but no more than five, professional and/or academic references; 3) list of financial and/or professional affiliations; and 4) academic transcripts to document level of post-secondary education. The resumes must include salaries for all paid positions that are listed.

Additional attachments are optional and may include items such as certifications of key training or writing samples.

**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. Note in particular the following forms.

- a. [Standard Assurances](#)  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)  
Applicants must read, certify and submit in GMS prior to the receipt of any award funds.
- 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 submitted)

## Selection Criteria

The section entitled "What an Application Should 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 Design and Implementation (20%).
3. Capabilities and Competencies (40%).
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%).
5. Budget, complete; reasonable and allowable; cost effective; and necessary for project activities (10%).

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The SMART Office reviews each 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 subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements 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, 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 diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP 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
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act

- Financial and Government Audit Requirements
- 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)
- Right 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

### **Provide Feedback to OJP on This Solicitation**

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

# Application Checklist

## SMART FY 12 Sex Offender Management Fellowship Program

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

### Eligibility Requirement:

- \_\_\_\_\_ Applicants are limited to individuals; organizations are not eligible to apply.
- \_\_\_\_\_ The federal amount requested is within the allowable limit of \$150,000 and the salary allocation is no more than \$95,000.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 15)
- \_\_\_\_\_ Program Narrative (see page 16)
- \_\_\_\_\_ Budget Detail Worksheet (see page 17)
- \_\_\_\_\_ Budget Narrative (see page 17)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 14)
- \_\_\_\_\_ Additional Attachments (see page 19)
- \_\_\_\_\_ Other Standard Forms as applicable (see page 19)